

**TOWN OF HANNA
REGULAR COUNCIL MEETING
AGENDA
November 12, 2024**

1 CALL TO ORDER – 6:00 pm

2 ADOPTION OF THE AGENDA

3 DELEGATIONS

4 PUBLIC PRESENTATION

5 ADOPTION OF MINUTES

5.01 Minutes of the Organization Meeting of Council – October 8, 2024

5.02 Minutes of the Regular Meeting of Council – October 8, 2024

5.03 Minutes of the Information Meeting of Council – October 30, 2024

6 FINANCE REPORTS

6.01 Accounts Payable

6.02 Statement of Revenues & Expenses – October 2024

6.03 Budget Overview – October 2024

7 COMMITTEE REPORTS

7.1 Non-Statutory Public Hearing Meeting Minutes – September 16, 2024

7.2 Municipal Planning Commission Meeting Minutes – October 1, 2024

8 SENIOR ADMINISTRATIVE OFFICIALS REPORTS

8.01 Chief Administrative Officer

8.01.1 Community Services Facilities Manager

8.01.2 Community Services Coordinator

8.02 Director of Business & Communication

8.03 Director of Public Works

9 BUSINESS ITEMS

- 9.01 Policy Commemorative Bench Program
- 9.02 2025 – 2027 Budget Meeting Dates
- 9.03 4-Way Stop Installation 2nd Ave & 2nd Street West
- 9.04 Approval of Data Sharing Agreement
- 9.05 Bylaw Officer Program
- 9.06 Town of Hanna Purchasing Policy
- 9.07 Contracted Refuse Collection
- 9.08 SCOP Grant Application

10 BYLAWS

11 COUNCIL REPORTS & ROUNDTABLE

12 CORRESPONDENCE ITEMS

13 CLOSED SESSION

14 ADJOURNMENT

Date: November 12, 2024

Agenda Item No: 05.00

Council Meeting Minutes

Recommended Motion

That the Minutes of the Organizational Meeting of Council held October 8, 2024, be adopted as presented.

That the Minutes of the Regular Meeting of Council held October 8, 2024, be adopted as presented.

That the Minutes of the Information Meeting of Council held October 30, 2024, be adopted as presented.

Background

Administration at each Regular Council Meeting will provide Council with the minutes of any Council meetings held since the previous regular council meeting. Council must adopt the minutes of the meeting, either as presented or with amendments.

Council members are encouraged to ask questions or seek clarification on any item in the Minutes.

Communications

Highlights of the report may be communicated in the newsletter as well as on the Town website and through the Town Social Media Program.



Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

As required by the Municipal Government Act, once adopted, the Minutes will be signed by the presiding officer and a designated officer. The Minutes will then be placed in the vault for safekeeping.

Attachments

1. Minutes of the Organizational Meeting of Council – October 8, 2024
2. Minutes of the Regular Meeting of Council – October 8, 2024
3. Minutes of the Information Meeting of Council – October 30, 2024

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

**TOWN OF HANNA
ORGANIZATIONAL COUNCIL MEETING
OCTOBER 8, 2024**

Minutes of the Organizational Meeting of the Council of the Town of Hanna held Tuesday, October 8, 2024 at 6:00 p.m. in the Town of Hanna Council Chambers.

Councillors Present:

Mayor Danny Povaschuk
Sandra Beaudoin
Fred Crowle
Sandra Murphy
Kyle Olsen
Vernon Thuroo
Angie Warwick

Councillors Absent

Administration Present:

Matthew Norburn – Chief Administrative Officer
Winona Gutsche – Director of Corporate Services
Laurie Armstrong – Director of Business & Communication
Brent Olesen – Director of Public Works

1.0 CALL TO ORDER

Mayor Povaschuk called the meeting to order at 6:01 p.m.

2.0 ADOPTION OF AGENDA

Moved by Councillor Thuroo that the agenda for the October 8, 2024 Organizational Council Meeting be adopted as presented.

Motion Carried.

Organizational Council Meeting
October 8, 2024
Page 093:

224-2024
Regular Meeting
Dates

3.0 REGULAR COUNCIL MEETING DATES & TIMES

Moved by Councillor Warwick that Council approves that Regular Meetings of Council be held on the following dates:

November 12, 2024	May 13, 2025
December 10, 2024	June 10, 2025
January 14, 2025	July 8, 2025
February 11, 2025	August 12, 2025
March 11, 2025	September 9, 2025
April 8, 2025	October 14, 2025

At 6:00 p.m. in the Town Council Chambers, unless an alternate location or electronic method of meeting is agreed to by Council and advertised to the public.

Motion Carried.

225-2024
Information Meeting
Dates

4.0 COUNCIL INFORMATION MEETING DATES AND TIMES

Moved by Councillor Olsen that Council approves that Council Information Meetings be held on the following dates:

October 30, 2024	May 28, 2025
November 27, 2024	June 25, 2025
January 29, 2025	July 30, 2025
February 26, 2025	August 27, 2025
March 26, 2025	September 24, 2025
April 30, 2025	

At 8:30 a.m. in the Town Council Chambers, unless an alternate location or electronic method of meeting is agreed to by Council and advertised to the public.

Motion Carried.

October 8, 2024

Page 094:

5.0 SIGNING AUTHORITY

No motion required as no change was made from 2018 Organizational Meeting which established signing authority as follows for all financial matters:

The Mayor OR the Deputy Mayor, and if both are unavailable, any Councillor
AND

The Chief Administrative Officer OR
The Director of Corporate Services OR
The Corporate Services Assistant

6.0 DEPUTY MAYOR APPOINTMENTS

Moved by Councillor Murphy that as the Council Procedural Bylaw 1015-2021 provides for Councillors to serve an eight-month term as Deputy Mayor for the Town of Hanna. Councillor Beaudoin served the first term, Councillor Olsen served the second term, Councillor Crowle served the third term, and Councillor Murphy served the fourth term, the members of Council be appointed as Deputy Mayor for the following terms:

Councillor Warwick	July 1, 2024 to February 28, 2025
Councillor Thuroo	March 1, 2025 to October 31, 2025

Motion Carried.

7.0 COUNCIL COMMITTEE APPOINTMENTS

Moved by Councillor Thuroo that Council approves the following appointments for a one-year period:

<u>COMMITTEE</u>	<u>CURRENT MEMBERSHIP</u>
Personnel Committee	Mayor Povaschuk Councillors Murphy & Olsen
Emergency Advisory Committee	Mayor Povaschuk Councillors Beaudoin & Warwick

226-2024
Deputy Mayor
Appointments

227-2024
Committee
Appointments

Finance & Audit Committee

Councillors Thuroo & Crowle

Motion Carried.

8.0 COUNCIL REPRESENTATIVE APPOINTMENTS

Moved by Councillor Warwick that Council approves the following appointments for a one-year term:

COMMITTEE OR BOARD

APPOINTMENT

Acadia Foundation

Councillor Murphy

Big Country Waste Management Commission
Alternate

Councillor Crowle
Councillor Thuroo

Community Futures – Meridian Region
Board of Directors

Councillor Warwick

Community Services Board

Councillor Thuroo

Fred & Freda Geuder Education Bursary

Councillor Crowle

Hanna & District Chamber of Commerce

Mayor Beaudoin

Hanna & District Medical Corporation

Councillor Crowle

Hanna Golf & Country Club

Councillor Olsen

LYNKS

Councillor Olsen

Hanna Municipal Library Board

Councillor Murphy

Hanna/Wake Student Exchange Committee

Councillor Crowle
Councillor Warwick

Harvest Sky Regional Economic
Development Corporation

Councillor Beaudoin
Councillor Warwick

228-2024
Council
Representative
Appointments

Town of Hanna
Organizational
Council
Meeting
October 8,
2024
Page 095:

Henry Kroeger Regional Water Services Commission Alternate	Mayor Povaschuk Councillor Thuroo
Marigold Library Systems Board Alternate	Councillor Murphy Councillor Warwick
Municipal Planning Commission	Councillor Olsen Councillor Beaudoin
Palliser Economic Partnership Alternate	Councillor Warwick Councillor Thuroo Mayor Povaschuk
Palliser Regional Municipal Services Alternate	Councillor Olsen Councillor Beaudoin
Regional Emergency Management Advisory Committee Alternate	Mayor Povaschuk Councillor Beaudoin
Red Deer River Municipal Users Group Alternate	Mayor Povaschuk Councillor Thuroo
Veterans Memorial Highway Association	Councillor Crowle Motion Carried.

9.0 MUNICIPAL STAFF APPOINTMENTS

Moved by Councillor Olsen that Council appoints David Mohl as Development Officer and Winona Gutsche, Director of Corporate Services, as Assistant Development Officer for the Town of Hanna for a one-year term.

Motion Carried.

230-2024
Emergency
Management
Appointment

Page 097:

Moved by Councillor Murphy that Council appoints David Mohl as Director of Emergency Management for the Town of Hanna for a one-year term.

Motion Carried.

231-2024
Municipal Assessor
Appointment

10.0 MUNICIPAL ASSESSOR APPOINTMENT

Moved by Councillor Thuroo that Council appoints Mr. Terry Willoughby, Accredited Municipal Assessor of Alberta, as Municipal Assessor for the Town of Hanna until the October 2025 Organizational Meeting in accordance with Bylaw 1003-2019, the Designated Officer Bylaw.

Motion Carried.

232-2024
Committee or Board
Member
Appointments

11.0 COMMITTEE OR BOARD MEMBER APPOINTMENTS

Moved by Councillor Warwick that Council approves the following appointments to Committees and Boards:

<u>COMMITTEE</u>	<u>APPOINTMENT</u>	<u>TERM ENDING</u>
Big Country Housing Authority Two-year term	Michelle Haag	Oct 31, 2026
Geuder Educational Bursary Two-year term	Audra Limpert	Oct 31, 2026
Hanna Library Board Three-Year term	Will Warwick	Oct 31, 2027
Municipal Planning Commission Two-Year term	Jordie Duce	Oct 31, 2026

Motion Carried.

October 8, 2024

Page 098:

14.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 6:09 p.m.

These minutes approved this 12th day of November 2024.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

**TOWN OF HANNA
REGULAR COUNCIL MEETING
October 8, 2024**

Minutes of a Regular Meeting of the Council of the Town of Hanna held Tuesday, October 8, 2024 at 6:00 p.m. in the Town Council Chambers.

Council Members Present:

Mayor Danny Povaschuk
Sandra Beaudoin
Fred Crowle
Sandra Murphy
Kyle Olsen
Vernon Thuroo
Angie Warwick

Administration Present:

Matthew Norburn – Chief Administrative Officer
Winona Gutsche – Director of Corporate Services
Laurie Armstrong – Director of Business & Communication
Brent Olsen – Director of Public Works

1.0 CALL TO ORDER

Mayor Povaschuk called the meeting to order at 6:10 p.m.

2.0 ADOPTION OF AGENDA

Moved by Councillor Beaudoin that the agenda for the October 8, 2024, Regular Council Meeting be adopted as presented.

Motion Carried.

3.0 DELEGATIONS

4.0 PUBLIC PRESENTATION

4.01 Carol Lenfesty

Carol Lenfesty informed Council that she has created the following Facebook page Hanna LOG and website Hannalog.ca for residents to be informed on PACE and that October 16th is the deadline to register concerns with AUC.

5.0 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – September 10, 2024

Moved by Councillor Murphy that the Minutes of the Regular Meeting of Council held September 10, 2024 be adopted as amended, Correspondence 12.02 correct spelling of Zayac.

Motion Carried.

6.0 FINANCE REPORTS

6.01 Accounts Payable

Moved by Councillor Warwick that Council accepts the accounts payable listings for general account cheques 43218 - 43253, direct deposits 003364 - 003456, and Electronic Funds Transfer Batches 888 & 891 for information.

Motion Carried.

6.02 Statement of Revenue & Expense – September 2024

Moved by Councillor Thuroo that Council accepts the Statement of Revenue & Expense Report for September 2024 for information.

Motion Carried.

234-2024
Regular Meeting
Minutes

235-2024
Accounts Payable

236-2024
Statement of
Revenues &
Expenses

6.03 Budget Overview – September 2024

237-2024
Budget Overview

Moved by Councillor Warwick that Council accepts the Budget Overview for September 2024 for information.

Motion Carried.

6.04 Capital Budget Update – September 2024

238-2024
Capital Budget
Update

Moved by Councillor Beaudoin that Council accepts the Third Quarter Capital Budget Update for September 2024 for information.

Motion Carried.

7.0 COMMITTEE REPORTS

239-2024
CSB Minutes

Moved by Councillor Crowle that Council accepts the Community Services Board Minutes of September 9, 2024 for information.

Motion Carried.

8.0 SENIOR ADMINISTRATIVE OFFICIALS REPORTS

- 8.01 Chief Administrative Officer
 - 8.01.1 Community Services Foreman
 - 8.01.2 Community Services Coordinator
- 8.02 Director of Business & Communication
- 8.03 Director of Public Works

240-2024
SAO Report

Moved by Councillor Beaudoin that Council accepts the Senior Administrative Officials reports 8.01 to 8.03 as presented for information.

Motion Carried.

9.0 BUSINESS ITEMS

9.01 Emergency Management Report – 2024 – 3rd Quarter Report

241-2024
Emergency
Management Report
– 3rd Quarter

Moved by Councillor Crowle that Council accepts the Town of Hanna Director of Emergency Management 2024 – 3rd Quarter Report (July – September) for information and thanks the Director of Emergency Management David Mohl for his presentation this evening.

Motion Carried.

9.02 Development Permit Report – 2024 – 3rd Quarter Report

242-2024
Development Permit
Report – 3rd Quarter

Moved by Councillor Warwick that Council accepts the Town of Hanna Development Permit Statistics Report for the 2024 – 3rd Quarter (July – September) for information and thanks Development Officer David Mohl for his presentation this evening.

Motion Carried.

9.03 Hanna Fire Department – 2024 – 3rd Quarter Report

243-2024
Hanna Fire
Department Report –
3rd Quarter

Moved by Councillor Crowle that Council accepts the Hanna Fire Department 2024 – 3rd Quarter Report (July – September) and thanks Fire Chief David Mohl for his presentation this evening.

Motion Carried.

9.04 Fred & Freda Geuder Bursary – 2024 Recipients

244-2024
Fred & Freda Geuder
Bursary – 2024
Recipients

Moved by Councillor Beaudoin that Council accepts for information, the report regarding the Fred & Freda Geuder Educational Bursary and congratulates the 2024 bursary recipients Delane Beaudoin, Devan Boos, and Zachary Stanger.

Motion Carried.

9.05 Harvest Sky Solar Farm

245-2024
Harvest Sky Solar
Farm Intervener

Moved by Councillor Beaudoin that the Council directs the Administration to register the Town of Hanna as an intervener in the Alberta Utilities Commission (AUC) proceeding for the Harvest Sky Solar Farm (Proceeding No. 29274).

Motion Carried.

246-2024
Harvest Sky Solar
Farm – obtain
Brownlee LLP

Moved by Councillor Warwick that the Council directs the Administration to secure the services of Brownlee LLP to represent the Town of Hanna in its opposition to the Harvest Sky Solar Farm proposal.

Motion Carried.

9.06 Animal Control Bylaw #1035-2024

247-2024
Animal Control
Bylaw 1035-2024
What We Heard

Moved by Councillor Olsen that Council accepts the report titled What We Heard Phase II Animal Control Bylaw #1035-2024 October 2024 for information.

Motion Carried.

248-2024
Animal Control
Bylaw 1035-2024
Remove Hen Section

Moved by Councillor Beaudoin that Council directs the Administration to remove the section(s) and fees on urban hen keeping in the draft Animal Control Bylaw #1035-2024 and revise the existing Animal Control Bylaw #835 to today's standards before bringing the revisions back to Council for second and third reading.

Motion Carried.

10.0 BYLAWS

11.0 COUNCIL REPORTS AND ROUNDTABLE

249-2024
Council Reports &
Roundtable

Moved by Councillor Beaudoin that Council accepts the Council Reports for information.

Motion Carried.

12.0 CORRESPONDENCE

- 12.01 Chamber of Commerce Business Awards Celebration
- 12.02 Hanna RCMP Press Release
- 12.03 Harvest Sky Region – Notice of Office Relocation
- 12.04 Marigold Library System – Aug 24, 2024 Board Meeting Highlights

250-2024
Correspondence

Moved by Councillor Beaudoin that Council accepts Correspondence items 12.01 to 12.04 for information.

Motion Carried.

13.0 CLOSED SESSION

251-2024
Closed Session

Moved by Councillor Warwick that Council move to Closed Session at 7:57 p.m. to discuss the following agenda item.

- 13.01 Land Matter as per FOIP Sections 16 & 17
- 13.02 Land Matter as per FOIP Sections 16 & 17
- 13.03 Personnel Matter as per FOIP Section 17

Motion Carried.

252-2024
Regular Session

Moved by Mayor Povaschuk that Council move to Regular Session at 8:58 p.m.

- 13.01 Land Matter as per FOIP Sections 16 & 17

253-2024
OPT – Lots 1-4, Block
4, Plan 6133 AW

Moved by Councillor Beaudoin that Council authorizes the Chief Administrative Officer to accept the offer to purchase from Stuart and Deanna Weber for Lot 1-4 , Block 4, Plan 6133AW (Civic Address 102 Centre Street; Tax Roll 26700) in the amount of \$20,000 plus GST, acknowledging that the property is being purchased in “as is” condition. Conditions of the legal fee to separate Lot 5 from the title, a Real Property Report is required, and the cost be split between the two purchasers. The Weber’s have one year to take out a development permit.

Motion Carried.

254-2024
OTP - Lot 5, Block 4,
Plan 6133 AW

13.02 Land Matter as per FOIP Sections 16 & 17

Moved by Councillor Murphy that Council authorizes the Chief Administrative Officer to accept the offer to purchase from Archie Kittler for Lot 5, Block 4, Plan 6133AW (Civic Address 102 Centre Street; Tax Roll 26700) in the amount of \$9,000 plus GST, acknowledging that the property is being purchased in "as is" condition. Conditions of the legal fee to separate Lot 5 from the title, a Real Property Report is required, and the cost be split between the two purchasers.

Motion Carried.

14.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 8:59 p.m.

These minutes approved this 12th day of November 2024.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

**TOWN OF HANNA
INFORMATION COUNCIL MEETING
OCTOBER 30, 2024**

Minutes of an Information Meeting of the Council of the Town of Hanna held Wednesday, October 30, 2024 at 8:30 a.m. at the Town of Hanna Council Chambers.

Councillors Present:

Sandra Beaudoin
Fred Crowle
Sandra Murphy - entered at 8:45 am
Kyle Olsen

Council Absent

Mayor Danny Povaschuk
Vern Thuroo
Angie Warwick

Administration Present:

Matthew Norburn – Chief Administrative Officer
Winona Gutsche – Director of Corporate Services
Laurie Armstrong – Director of Business & Communication

1.0 CALL TO ORDER

CAO Matthew Norburn called the meeting to order at 8:39 a.m.

Moved by Councillor Olsen that Councillor Beaudoin be nominated to chair the meeting. Councillor Beaudoin accepted.

Motion Carried

2.0 ADOPTION OF AGENDA

Moved by Councillor Olsen that the agenda for the October 30, 2024, Information Council Meeting be adopted as presented.

Motion Carried.

255-2024
Nominate Chair

256-2024
Agenda

3.0 DELEGATIONS

3.01 Hanna Seals

257-2024
Hanna Seals –
starting blocks

Moved by Councillor Olsen that Council thanks the Hanna Seals representatives Neal Wood, Jeff Fortna and Darla Nicholson Wright for their presentation to Council on updating the pool starting blocks.

Motion Carried.

3.02 Music in the Park Report

258-2024
Music in the Park
Report

Moved by Councillor Murphy that Council accepts the 2024 Music in the Park Report for information and thanks Gwen Snell for her presentation.

Motion Carried.

3.03 Community Services Board - Discussion

259-2024
Community Services
Board Discussion

Councillor Olsen left the Council Chambers at 9:44 a.m.
Councillor Olsen entered the Council Chambers at 9:46 a.m.

Moved by Councillor Murphy that Council accepts the Community Services Board Report for information and thanks Michele Toews – Community Services Coordinator for her presentation and discussion.

Motion Carried.

Councillor Murphy left the Council Chambers at 9:48 a.m.
Councillor Murphy entered the Council Chambers at 9:50 a.m.

3.04 Harvest Sky Region Economic Development

260-2024
Harvest Sky Region
Economic
Development

Moved by Councillor Crowle that Council thanks Thomas Trout, Manager of Harvest Sky Region Economic Development Corporation for his presentation updating Council on the activities of Harvest Sky Economic Development Corporation including Business Items 6.01 – 6.04.

Motion Carried.

4.0 PUBLIC PRESENTATION

Gwen Snell spoke to Council regarding the Town of Hanna Purchasing Policy; stating as a rate payer she and others have concerns with everything being purchased locally no matter the cost, and trust that Council will update the policy to represent the best interest of the rate payers and local businesses.

5.0 CHIEF ADMINISTRATIVE OFFICER REPORT

Chief Administrative Officer Norburn reviewed his report with the Council.

6.0 BUSINESS ITEMS

6.01 SCOP Grant Application for Media Team or Comprehensive Market

6.02 Nickelback – Themed Signage Project Proposal

6.03 Application for Product Development Fund
to Support Large Nickelback Sign

6.04 NRED Grant Application for Nickelback-Themed App

6.05 Purchasing Policy Direction

261-2024
Purchasing Policy

Moved by Councillor Olsen that Council provide Administration with direction regarding the new purchasing policy to be brought back for the Council's review and approval.

Motion Carried.

6.06 4 Way Stop Installation – 2nd Ave & 2nd Street West

262-2024
4 Way Stop 2nd Ave &
2nd Street West

Moved by Councillor Murphy that Council provide Administration with direction regarding a 4 Way Stop Installation to be brought back for the Council's review and approval.

Motion Carried.

6.07 Town of Hanna – Bylaw/Peace Officer Program

Moved by Councillor Crowle that Council provide direction to Administration on how to proceed with the Bylaw program, including whether to pursue hiring for the vacant position or to explore alternative enforcement options and if to rebrand the bylaw vehicle to be brought back for the Council's review and approval.

Motion Carried.

7.0 COUNCIL ROUNDTABLE

The Councillors provided verbal reports regarding meetings or items of interest since the September 10, 2024, Regular Council Meeting.

8.0 ADJOURNMENT

Councillor Sandra Beaudoin declared all business concluded and adjourned the meeting at 11:01 a.m.

These minutes approved this 12th day of November 2024.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

263-2024
Bylaw/Peace Officer
Program

Date: November 12, 2024

Agenda Item No: 06.01

Accounts Payable

Recommended Motion

That Council accepts the accounts payable listings from the general account for information:

- Cheques 43254 - 43276
- Direct Deposits 003457 - 003560
- Electronic Funds Transfer – Batch Number 894, 897 & 901

Background

Administration, at each regular council meeting, will provide Council with a detailed listing of the cheques processed since the previous regular council meeting for their information. The reports are separated by cheques, direct deposits, and EFT's. The software program can combine both payment types, but not in ascending order. The reports are attached for your review.

Council members are encouraged to ask questions or seek clarification on any information presented.

Communications

N/A

Financial Implications

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	



Policy and/or Legislative Implications

N/A

Attachments

- | | |
|--|-------------------------|
| 1. Accounts Payable Listing – Cheques 43254 - 43276 | totaling \$36,714.08 |
| 2. Accounts Payable Listing – Direct Dep 003457 – 003560 | totaling \$1,276,449.64 |
| 3. Accounts Payable Listing – EFT Batch No. 894, 897 & 901 | totaling \$62,089.97 |

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Date: November 12, 2024

Agenda Item No: 06.02

Statement of Revenue & Expense

Recommended Motion

That Council accepts the Statement of Revenue and Expense Report for October 2024 for information.

Background

Administration at each regular council meeting will provide Council with a Statement of Revenues and Expenses for the month recently concluded. This statement will reflect the financial position of the Town relative to the approved budget.

The budget figures have been updated from the 2024 Operating and Capital budgets approved by Council at the May 14, 2024, Regular Council Meeting. The capital budget figures have been split from the operating in those departments where capital items are in the budget.

The statement reflects the revenues and expenses to October 31, 2024.

Council members are encouraged to ask questions or seek clarification on any information presented.

Communications

N/A

Financial Implications

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	



Policy and/or Legislative Implications

N/A

Attachments

1. Statement of Revenue & Expense Report - October 2024

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/10/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
GENERAL MUNICIPAL				
MUNICIPAL RESIDENTAL REAL PROPERTY T	1-01-0000-111	2,458,967.03-	2,458,682.00-	285.03
COMMERCIAL REAL PROPERTY TAX	1-01-0000-112	938,529.19-	943,849.00-	5,319.81-
INDUSTRIAL REAL PROPERTY TAX	1-01-0000-113	70,838.96-	70,839.00-	0.04-
FARMLAND REAL PROPERTY TAX	1-01-0000-114	1,306.65-	1,307.00-	0.35-
POWER PIPELINE & CABLE T.V.	1-01-0000-115	151,896.49-	151,896.00-	0.49
PROVINCIAL GRANTS-IN-LIEU	1-01-0000-240	66,833.38-	66,551.00-	282.38
PENALTY & COST ON TAX	1-01-0000-510	19,464.45-	19,695.00-	230.55-
CONCESSION & FRANCHISE	1-01-0000-540	408,912.52-	514,300.00-	105,387.48-
RETURN ON INVESTMENTS	1-01-0000-550	237,744.06-	262,000.00-	24,255.94-
TOTAL GENERAL MUNICIPAL 01:		4,354,492.73-	4,489,119.00-	134,626.27-
COUNCIL REVENUE				
COUNCIL OTHER REVENUE	1-11-0000-590	1,680.00-	0.00	1,680.00
TOTAL COUNCIL REVENUE 11:		1,680.00-	0.00	1,680.00
GENERAL ADMINISTRATION				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	8,398.19-	3,900.00-	4,498.19
ADMIN SOUVENIR	1-12-0000-419	1,003.55-	1,700.00-	696.45-
ADMIN RENTAL & LEASE REVENUE	1-12-0000-560	12,212.50-	14,700.00-	2,487.50-
ADMIN OTHER REVENUE	1-12-0000-590	10,754.43-	10,000.00-	754.43
ADMIN PROVINCIAL CONDITIONAL GRANT	1-12-0000-840	305,666.00-	305,700.00-	34.00-
ADMIN SPECIAL AREAS PROV. CONDITIONA	1-12-0000-841	725,000.00-	600,000.00-	125,000.00
ADMIN DRAWN FROM SURPLUS (OPERATING)	1-12-0000-920	0.00	109,200.00-	109,200.00-
TOTAL GENERAL ADMINISTRATION 12:		1,063,034.67-	1,045,200.00-	17,834.67
POLICE				
POLICE PROVINCIAL FINES	1-21-0000-530	1,498.88-	5,700.00-	4,201.12-
TOTAL POLICE:		1,498.88-	5,700.00-	4,201.12-
SAFETY & RISK MANAGEMENT				
FIRE				
FIRE FIRE FIGHTING FEES	1-23-0000-410	38,502.50-	104,900.00-	66,397.50-
FIRE OTHER	1-23-0000-590	273,200.00-	220,000.00-	53,200.00
FIRE SPECIAL AREAS OPERATIONS GRANT	1-23-0000-850	0.00	314,493.00-	314,493.00-
TOTAL FIRE:		311,702.50-	639,393.00-	327,690.50-
FIRE - ECETP				
FIRE - ECETP PROVINCIAL CONDITIONAL	1-23-0200-840	7,946.00-	7,900.00-	46.00
FIRE ECETP - DRAWN FROM SURPLUS	1-23-0200-920	0.00	12,592.00-	12,592.00-
FIRE - ECETP TOTAL:		7,946.00-	20,492.00-	12,546.00-
BY-LAW ENFORCEMENT				
BY-LAW WORK BILLED TO OTHERS	1-26-0000-410	2,845.19-	3,000.00-	154.81-
BY-LAW DEVELOPMENT PERMITS	1-26-0000-520	360.00-	500.00-	140.00-
BY-LAW BUSINESS LICENSES	1-26-0000-522	18,075.00-	18,000.00-	75.00
BY-LAW COMPLIANCE CERTIFICATES	1-26-0000-525	150.00-	200.00-	50.00-
BY-LAW FINES	1-26-0000-530	0.00	1,000.00-	1,000.00-
BY-LAW OTHER REVENUE	1-26-0000-590	0.00	500.00-	500.00-
TOTAL BY-LAW ENFORCEMENT:		21,430.19-	23,200.00-	1,769.81-
DOG CONTROL				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	4,645.00-	4,700.00-	55.00-
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
TOTAL DOG CONTROL:		4,645.00-	4,800.00-	155.00-
COMMON SERVICES				
COMMON SERV WORK BILLED TO OTHER	1-31-0000-410	6,805.00-	7,800.00-	995.00-
COMMON SERV OTHER REVENUE	1-31-0000-590	3,164.70-	300.00-	2,864.70
COMMON SERV DRAWN FROM SURPLUS (OPER	1-31-0000-920	0.00	13,500.00-	13,500.00-
TOTAL COMMON SERVICES:		9,969.70-	21,600.00-	11,630.30-
STREETS & ROADS				
S & R OTHER REVENUE	1-32-0000-590	63,900.00-	0.00	63,900.00
S & R FEDERAL CONDITIONAL GRANT	1-32-0000-830	1,602,543.00-	4,194,074.00-	2,591,531.00-
S & R PROVINCIAL CONDITIONAL GRANT	1-32-0000-840	140,000.00-	740,029.00-	600,029.00-
S & R DRAWN FROM DEFERRED REVENUE -	1-32-0000-930	0.00	2,459,484.00-	2,459,484.00-
TOTAL STREETS & ROADS:		1,806,443.00-	7,393,587.00-	5,587,144.00-

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/10/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
AIRPORT				
AIRPORT RENTAL & LEASE REVENUE	1-33-0000-560	7,000.00-	8,600.00-	1,600.00-
AIRPORT OTHER REVENUE	1-33-0000-590	186.38-	100.00-	86.38
AIRPORT PROVINCIAL CONDITIONAL	1-33-0000-840	0.00	11,250.00-	11,250.00-
AIRPORT LOCAL GRANT	1-33-0000-850	0.00	16,440.00-	16,440.00-
	TOTAL AIRPORT:	7,186.38-	36,390.00-	29,203.62-
WATER SUPPLY & DISTRIBUTION				
WATER SALE OF WATER	1-41-0000-410	766,797.22-	1,169,000.00-	402,202.78-
WATER SERVICE CHARGES	1-41-0000-413	1,200.00-	1,300.00-	100.00-
WATER RECOVERY FROM OPERATING - WATE	1-41-0000-963	66,665.36-	100,900.00-	34,234.64-
	TOTAL WATER SUPPLY & DISTRIBUTION:	834,662.58-	1,271,200.00-	436,537.42-
WATER LINES & DISTRIBUTION				
WATER LINES WORK BILLED TO OTHERS	1-41-0200-410	2,439.30-	0.00	2,439.30
	TOTAL WATER LINES & DISTRIBUTION:	2,439.30-	0.00	2,439.30
SANITARY SEWERS				
SEWER CHARGES	1-42-0000-410	175,407.15-	260,100.00-	84,692.85-
SEWER DRAWN FROM SURPLUS (OPERATING)	1-42-0000-920	0.00	10,000.00-	10,000.00-
	TOTAL SANITARY SEWERS:	175,407.15-	270,100.00-	94,692.85-
GARBAGE COLLECTION & DISPOSAL				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	51,102.50-	74,300.00-	23,197.50-
GARBAGE OTHER REVENUE	1-43-0000-590	27.50-	0.00	27.50
	TOTAL GARBAGE COLLECTION & DISPOSAL:	51,130.00-	74,300.00-	23,170.00-
BIG COUNTRY WASTE AUTHORITY				
REGIONAL WASTE SITE FEES	1-44-0000-410	235,839.36-	353,800.00-	117,960.64-
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	90.00-	100.00-	10.00-
	TOTAL BIG COUNTRY WASTE AUTHORITY:	235,929.36-	353,900.00-	117,970.64-
F.C.S.S.				
FCSS PROGRAM REVENUE	1-51-0000-402	0.00	1,800.00-	1,800.00-
FCSS VAN RENTAL	1-51-0000-561	1,177.64-	1,000.00-	177.64
FCSS DONATIONS	1-51-0000-591	140.00-	1,000.00-	860.00-
FCSS FEDERAL CONDITIONAL	1-51-0000-830	3,360.00-	3,400.00-	40.00-
FCSS PROVINCIAL CONDITIONAL	1-51-0000-840	93,838.91-	93,800.00-	38.91
	TOTAL F.C.S.S.:	98,516.55-	101,000.00-	2,483.45-
FCSS - YOUTH CLUB				
FCSS - YOUTH CLUB - DRAWN FROM SURPL	1-51-0300-920	0.00	15,834.00-	15,834.00-
	TOTAL FCSS - YOUTH CLUB:	0.00	15,834.00-	15,834.00-
CEMETERY				
CEMETERY CHARGES	1-56-0000-410	8,625.00-	17,600.00-	8,975.00-
CEMETERY OTHER	1-56-0000-590	421.77-	400.00-	21.77
CEMETERY DRAWN FROM DEFERRED REVENUE	1-56-0000-930	0.00	11,400.00-	11,400.00-
	TOTAL CEMETERY:	9,046.77-	29,400.00-	20,353.23-
BUSINESS & COMMUNICATIONS				
BUS COM SALES OF GOODS AND SERVICES	1-61-0400-410	653.21-	0.00	653.21
BUS COM DRAWN FROM SURPLUS (OPERATIN	1-61-0400-920	0.00	5,000.00-	5,000.00-
	TOTAL BUSINESS & COMMUNICATIONS:	653.21-	5,000.00-	4,346.79-
SUBDIVISION				
SUBDIVISION SALE OF LAND	1-66-0000-400	60,301.79-	0.00	60,301.79
SUBDIVISION REVENUE	1-66-0000-590	2,470.00-	0.00	2,470.00
	TOTAL SUBDIVISION:	62,771.79-	0.00	62,771.79
RECREATION & PARKS FACILITIES				
RECREATION SALES & SERVICE	1-72-0000-410	2,268.00-	1,890.00-	378.00
RECREATION PROGRAM REVENUE	1-72-0000-430	7,126.65-	1,000.00-	6,126.65
RECREATION FEDERAL CONDITIONAL GRANT	1-72-0000-830	51,146.00-	25,800.00-	25,346.00
RECREATION PROVINCIAL CONDITIONAL GR	1-72-0000-840	0.00	18,720.00-	18,720.00-
RECREATION LOCAL GRANTS	1-72-0000-850	0.00	187,000.00-	187,000.00-
RECREATION DRAWN FROM DEFERRED REVEN	1-72-0000-930	0.00	10,000.00-	10,000.00-
RECREATION WORK BILLED TO OTHERS	1-72-0000-998	9,355.00-	7,400.00-	1,955.00
	TOTAL RECREATION REVENUE:	69,895.65-	251,810.00-	181,914.35-

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/10/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
SWIMMING POOLS				
POOL PASSES & PLUNGE CARDS	1-72-0100-410	21,378.68-	23,600.00-	2,221.32-
POOL LESSON REGISTRATIONS	1-72-0100-411	39,766.96-	33,800.00-	5,966.96
POOL DAILY ADMISSIONS	1-72-0100-412	12,729.49-	13,700.00-	970.51-
POOL RETAIL SALES	1-72-0100-419	3,875.51-	3,900.00-	24.49-
POOL RENTAL REVENUE	1-72-0100-560	8,306.99-	7,000.00-	1,306.99
POOL DONATIONS	1-72-0100-590	255.00-	200.00-	55.00
POOL DRAWN FROM RESERVES	1-72-0100-930	0.00	15,000.00-	15,000.00-
POOL OTHER REVENUE	1-72-0100-990	212.00-	0.00	212.00
	TOTAL SWIMMING POOLS:	86,524.63-	97,200.00-	10,675.37-
ARENA				
ARENA ADVERTISING REV SIGNS	1-72-0200-410	13,646.41-	10,000.00-	3,646.41
ARENA RENTAL REVENUE	1-72-0200-560	44,017.25-	81,300.00-	37,282.75-
ARENA LOBBY & CONCESSION RENTAL	1-72-0200-562	1,685.00-	3,300.00-	1,615.00-
ARENA DONATIONS	1-72-0200-590	2,057.00-	0.00	2,057.00
	TOTAL ARENA:	61,405.66-	94,600.00-	33,194.34-
CURLING RINK				
CURLING RINK SALE OF SERVICES	1-72-0400-410	27,115.46-	51,400.00-	24,284.54-
CURLING RINK RENTAL REVENUE	1-72-0400-560	9,350.00-	9,300.00-	50.00
CURLING RINK DRAWN FROM DEFERRED	1-72-0400-930	0.00	10,000.00-	10,000.00-
	CURLING RINK TOTAL:	36,465.46-	70,700.00-	34,234.54-
BALL DIAMONDS				
BALL DIAMOND REVENUE	1-72-0500-560	7,700.00-	4,300.00-	3,400.00
	TOTAL BALL DIAMONDS REVENUE:	7,700.00-	4,300.00-	3,400.00
FOX LAKE & HELMER DAM				
FOX LAKE REVENUE	1-72-0700-410	4,780.90-	5,400.00-	619.10-
FOX LAKE RETAIL SALES - ICE & NOVELT	1-72-0700-419	249.75-	406.00-	156.25-
FOX LAKE RENTAL REVENUE	1-72-0700-560	95,268.42-	88,800.00-	6,468.42
	TOTAL FOX LAKE & HELMER DAM:	100,299.07-	94,606.00-	5,693.07
PARKS				
PARKS DRAWN FROM SURPLUS	1-72-0800-930	0.00	100,000.00-	100,000.00-
PARKS OTHER REVENUE	1-72-0800-990	1,383.23-	0.00	1,383.23
	TOTAL PARKS:	1,383.23-	100,000.00-	98,616.77-
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM REVENUE	1-72-1000-410	8,625.45-	17,435.00-	8,809.55-
	TOTAL PLAYGROUND PROGRAM:	8,625.45-	17,435.00-	8,809.55-
HKH PIONEER PARK				
HKH PIONEER PARK REVENUE	1-72-1300-560	275.00-	0.00	275.00
	TOTAL HKH PARK REVENUE:	275.00-	0.00	275.00
SOCCER FIELDS				
SOCCER FIELDS REVENUE	1-72-1400-560	2,500.00-	2,500.00-	0.00
	TOTAL SOCCER FIELDS REVENUE:	2,500.00-	2,500.00-	0.00
LIBRARY				
LIBRARY DRAWN FROM SURPLUS (OPERATING)	1-74-0200-920	0.00	10,000.00-	10,000.00-
	TOTAL LIBRARY:	0.00	10,000.00-	10,000.00-
REGIONAL COMMUNITY SERVICES CENTRE				
RCSC RENTAL REVENUE	1-74-0800-560	9,160.15-	12,700.00-	3,539.85-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	20,000.00-	20,000.00-	0.00
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	19,047.62-	19,050.00-	2.38-
RCSC DRAWN FROM DEFERRED REVENUE	1-74-0800-930	0.00	5,000.00-	5,000.00-
RCSC FITNESS CENTRE FEE REVENUE	1-74-0801-561	26,824.71-	33,798.00-	6,973.29-
	TOTAL REGIONAL COMMUNITY SERVICES CENTRE:	75,032.48-	90,548.00-	15,515.52-
COMMUNITY CENTRE				
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	27,280.00-	29,717.00-	2,437.00-
COMMUNITY CENTRE OTHER	1-74-0900-990	508.45-	0.00	508.45
	TOTAL COMMUNITY CENTRE:	27,788.45-	29,717.00-	1,928.55-
LIONS HALL				

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/10/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
LIIONS HALL RENTAL REVENUE	1-74-1000-560	2,925.00-	3,038.00-	113.00-
	LIIONS HALL TOTAL:	2,925.00-	3,038.00-	113.00-
	TOTAL REVENUE:	9,541,405.84-	16,666,669.00-	7,125,263.16-
COUNCIL				
COUNCIL WAGES	2-11-0000-110	80,113.20	98,100.00	17,986.80
COUNCIL BENEFITS	2-11-0000-130	3,623.50	4,200.00	576.50
COUNCIL NON T4 BENEFITS	2-11-0000-133	525.00	550.00	25.00
COUNCIL TRAVEL & SUBSISTANCE	2-11-0000-211	7,528.03	14,400.00	6,871.97
COUNCIL TRAINING / REGISTRATIONS	2-11-0000-212	5,275.00	13,300.00	8,025.00
COUNCIL GOODS	2-11-0000-500	11,356.89	17,400.00	6,043.11
COUNCIL OTHER (ELECTION)	2-11-0000-990	50.00	1,000.00	950.00
COUNCIL PUBLIC RELATIONS & PROMOTION	2-11-0000-999	10,467.95	2,500.00	7,967.95-
	TOTAL COUNCIL:	118,939.57	151,450.00	32,510.43
ADMINISTRATION				
ADMINISTRATION SALARIES	2-12-0000-110	251,371.92	354,600.00	103,228.08
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	0.00	9,000.00	9,000.00
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	17,645.09	19,900.00	2,254.91
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	0.00	600.00	600.00
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	29,505.48	39,500.00	9,994.52
ADMINISTRATION PAYROLL COSTS	2-12-0000-200	0.00	5,200.00	5,200.00
ADMINISTRATION WORKERS COMPENSATION	2-12-0000-201	19,970.02	23,800.00	3,829.98
ADMINISTRATION TRAVEL & SUBSISTANCE	2-12-0000-211	4,274.64	7,100.00	2,825.36
ADMINISTRATION STAFF TRAINING	2-12-0000-212	2,890.00	5,900.00	3,010.00
ADMINISTRATION FREIGHT & POSTAGE	2-12-0000-215	6,220.88	10,600.00	4,379.12
ADMINISTRATION TELEPHONE	2-12-0000-217	5,608.44	7,200.00	1,591.56
ADMINISTRATION ADVERTISING & PRINTIN	2-12-0000-220	4,838.80	6,700.00	1,861.20
ADMINISTRATION SUBSCRIPTION & MEMBER	2-12-0000-221	9,243.58	9,300.00	56.42
ADMINISTRATION AUDIT	2-12-0000-230	23,400.00	36,000.00	12,600.00
ADMINISTRATION LEGAL	2-12-0000-231	10,841.60	5,000.00	5,841.60-
ADMINISTRATION PROFESSIONAL SERVICES	2-12-0000-232	88,893.50	112,244.00	23,350.50
ADMINISTRATION REGIONAL PLANNING SER	2-12-0000-233	44,400.00	44,400.00	0.00
ADMINISTRATION CONTRACTED REPAIRS	2-12-0000-250	2,846.52	5,000.00	2,153.48
ADMINISTRATION INSURANCE	2-12-0000-274	18,828.94	19,760.00	931.06
ADMINISTRATION ASSESSOR	2-12-0000-280	26,654.78	50,400.00	23,745.22
ADMINISTRATION LAND TITLES OFFICE	2-12-0000-285	550.00	1,000.00	450.00
ADMINISTRATION GOODS	2-12-0000-500	4,794.15	10,800.00	6,005.85
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	0.00	1,800.00	1,800.00
ADMINISTRATION POWER	2-12-0000-541	17,912.78	28,300.00	10,387.22
ADMINISTRATION GRANTS TO OTHER ORGAN	2-12-0000-770	124,536.78	124,500.00	36.78-
ADMINISTRATION BANK CHARGES	2-12-0000-810	6,093.62	6,000.00	93.62-
ADMINISTRATION GROSS REC TO OPER - W	2-12-0000-963	909.86	1,340.00	430.14
ADMINISTRATION OTHER	2-12-0000-990	11,352.06	32,000.00	20,647.94
ADMINISTRATION TAX DISCOUNTS	2-12-0000-991	7,186.61	0.00	7,186.61-
ADMINISTRATION PUBLIC REC. - PROMOTI	2-12-0000-999	544.95	1,000.00	455.05
	TOTAL ADMINISTRATION:	741,315.00	978,944.00	237,629.00
TAX RECOVERY PROPERTY				
TAX RECOVERY PROPERTY - POWER	2-12-0600-541	100.32	0.00	100.32-
TAX RECOVERY PROPERTY - RECOVERIES T	2-12-0600-963	45.50	0.00	45.50-
	TOTAL TAX RECOVERY PROPERTY:	145.82	0.00	145.82-
POLICE				
POLICE TRANSFERS TO PROVINCIAL GOVER	2-21-0000-340	142,343.00	142,350.00	7.00
	TOTAL POLICE:	142,343.00	142,350.00	7.00
SAFETY & RISK MANAGEMENT				
SAFETY & RISK MANAGEMENT TRAINING	2-22-0000-212	0.00	2,000.00	2,000.00
SAFETY & RISK MANAGEMENT SUBSCRIPTIO	2-22-0000-221	1,132.05	1,950.00	817.95
SAFETY & RISK MANAGEMENT CONTRACTED	2-22-0000-250	950.03	1,200.00	249.97
SAFETY & RISK MANAGEMENT GOODS	2-22-0000-500	352.44	1,100.00	747.56
	TOTAL SAFETY & RISK MANAGEMENT:	2,434.52	6,250.00	3,815.48
FIRE				
FIRE SALARIES - OFFICERS & FIRE FIGH	2-23-0000-111	0.00	134,000.00	134,000.00
FIRE BENEFITS - FIRE FIGHTERS	2-23-0000-131	2,662.73	9,600.00	6,937.27
FIRE NON T4 BENEFITS	2-23-0000-133	1,480.00	1,500.00	20.00
FIRE TRAVEL	2-23-0000-211	8,110.26	7,000.00	1,110.26-
FIRE TRAINING	2-23-0000-212	11,685.00	22,300.00	10,615.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/10/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
FIRE FREIGHT	2-23-0000-215	876.24	500.00	376.24-
FIRE TELEPHONE	2-23-0000-217	4,938.74	7,100.00	2,161.26
FIRE ADVERTISING	2-23-0000-220	230.70	900.00	669.30
FIRE MEMBERSHIPS	2-23-0000-221	910.00	900.00	10.00-
FIRE CONTRACTED SERVICES	2-23-0000-232	28,382.70	33,100.00	4,717.30
FIRE CONTRACTED REPAIRS	2-23-0000-250	6,534.53	14,000.00	7,465.47
FIRE CONTRACTED VEHICLE REPAIRS	2-23-0000-255	1,978.50	5,000.00	3,021.50
FIRE INSURANCE	2-23-0000-274	21,892.96	22,990.00	1,097.04
FIRE PREVENTION & INVESTIGATION	2-23-0000-275	0.00	600.00	600.00
FIRE GOODS	2-23-0000-500	18,935.02	20,215.00	1,279.98
FIRE PETROLEUM PRODUCTS	2-23-0000-521	7,997.68	9,900.00	1,902.32
FIRE VEHICLE MAINTENANCE	2-23-0000-523	499.40	200.00	299.40-
FIRE HEATING	2-23-0000-540	9,598.50	11,900.00	2,301.50
FIRE POWER	2-23-0000-541	10,191.77	15,900.00	5,708.23
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	1,201.30	16,800.00	15,598.70
FIRE OTHER	2-23-0000-990	50.00	0.00	50.00-
	TOTAL FIRE:	138,156.03	334,405.00	196,248.97
FIRE - EAST CENTRAL EMERGENCY TRAINING PARTNERSHIP				
FIRE - ECETP TRAINING	2-23-0200-212	12,250.00	12,600.00	350.00
FIRE - ECETP CONTRACTED SERVICES	2-23-0200-232	400.00	0.00	400.00-
FIRE - ECETP ADDED TO OPERATING RESE	2-23-0200-764	0.00	7,900.00	7,900.00
	TOTAL FIRE - ECETP:	12,650.00	20,500.00	7,850.00
EMERGENCY SERVICES				
EMERGENCY SERVICES TRAINING	2-24-0000-212	0.00	2,000.00	2,000.00
EMERGENCY SERVICES CONTRACTED SERVI	2-24-0000-232	8,666.70	10,400.00	1,733.30
EMERGENCY SERVICES GOODS	2-24-0000-500	347.79	900.00	552.21
	TOTAL EMERGENCY SERVICES:	9,014.49	13,300.00	4,285.51
BY-LAW ENFORCEMENT				
BYLAW STAFF TRAVEL	2-26-0000-211	476.19	1,000.00	523.81
BYLAW STAFF TRAINING	2-26-0000-212	600.00	1,000.00	400.00
BYLAW FREIGHT	2-26-0000-215	584.00	700.00	116.00
BYLAW TELEPHONE	2-26-0000-217	1,086.75	1,190.00	103.25
BYLAW ADVERTISING	2-26-0000-220	1,923.21	1,000.00	923.21-
BYLAW MEMBERSHIP	2-26-0000-221	1,003.57	200.00	803.57-
BYLAW PROFESSIONAL SERVICES	2-26-0000-232	47,044.93	47,800.00	755.07
BYLAW CONTRACTED VEHICLE REPAIRS	2-26-0000-255	50.00	400.00	350.00
BYLAW INSURANCE	2-26-0000-274	766.00	550.00	216.00-
BYLAW GOODS	2-26-0000-500	4,351.14	2,500.00	1,851.14-
BYLAW PETROLEUM PRODUCTS	2-26-0000-521	510.50	1,200.00	689.50
BYLAW VEHICLE MAINTENANCE	2-26-0000-523	1,777.70	0.00	1,777.70-
BYLAW WORK BILLED TO OTHERS	2-26-0000-998	2,845.20	3,000.00	154.80
	TOTAL BY-LAW ENFORCEMENT:	63,019.19	60,540.00	2,479.19-
DOG CONTROL				
DOG CONTROL POSTAGE	2-28-0000-215	606.11	700.00	93.89
DOG CONTROL ADVERTISING	2-28-0000-220	340.23	300.00	40.23-
DOG CONTROL CONTRACTED SERVICES	2-28-0000-232	1,199.82	1,500.00	300.18
DOG CONTROL GOODS	2-28-0000-500	510.75	600.00	89.25
DOG CONTROL GRANT TO OTHER AGENCIES	2-28-0000-770	10,000.00	10,000.00	0.00
	TOTAL DOG CONTROL:	12,656.91	13,100.00	443.09
COMMON SERVICES				
COMMON SERVICES SALARIES	2-31-0000-110	191,978.14	252,200.00	60,221.86
COMMON SERVICES SEASONAL SALARIES	2-31-0000-111	4,131.68	3,700.00	431.68-
COMMON SERVICES EMPLOYEE BENEFITS	2-31-0000-130	13,603.89	19,300.00	5,696.11
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	145.66	300.00	154.34
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	30,917.35	43,300.00	12,382.65
COMMON SERVICES TRAVEL	2-31-0000-211	0.00	500.00	500.00
COMMON SERVICES TRAINING	2-31-0000-212	544.80	1,500.00	955.20
COMMON SERVICES FREIGHT	2-31-0000-215	909.16	1,800.00	890.84
COMMON SERVICES TELEPHONE	2-31-0000-217	3,881.57	4,600.00	718.43
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	585.05	700.00	114.95
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	4,436.41	2,800.00	1,636.41-
COMMON SERVICES CONTRACTED REPAIRS	2-31-0000-250	34,923.21	33,000.00	1,923.21-
COMMON SERV CONTRACTED EQUIPMENT REP	2-31-0000-253	11,449.50	10,000.00	1,449.50-
COMMON SERV CONTRACTED VEHICLE REPAI	2-31-0000-255	25,947.70	24,500.00	1,447.70-
COMMON SERVICES INSURANCE	2-31-0000-274	31,585.04	33,610.00	2,024.96

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/10/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
COMMON SERVICES GOODS	2-31-0000-500	18,251.91	21,530.00	3,278.09
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	29,919.02	50,200.00	20,280.98
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	834.68	15,700.00	14,865.32
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	12,035.84	15,600.00	3,564.16
COMMON SERVICES HEATING	2-31-0000-540	12,027.92	22,000.00	9,972.08
COMMON SERVICES POWER	2-31-0000-541	12,021.11	18,400.00	6,378.89
COMMON SERVICES ADDED TO OPER RESERV	2-31-0000-764	0.00	41,780.00	41,780.00
COMMON SERVICES GROSS REC TO OPER- W	2-31-0000-963	2,202.40	3,000.00	797.60
	TOTAL COMMON SERVICES:	442,332.04	620,020.00	177,687.96
STREETS & ROADS				
S & R SALARIES	2-32-0000-110	56,399.19	87,500.00	31,100.81
S & R SEASONAL SALARIES	2-32-0000-111	3,723.68	5,500.00	1,776.32
S & R BENEFITS	2-32-0000-130	4,962.39	6,400.00	1,437.61
S & R SEASONAL BENEFITS	2-32-0000-131	136.29	400.00	263.71
S & R NON T4 BENEFITS	2-32-0000-133	8,954.40	14,400.00	5,445.60
S & R FREIGHT	2-32-0000-215	459.97	1,200.00	740.03
S & R CONTRACTED SERVICES	2-32-0000-232	7,000.00	15,000.00	8,000.00
S & R CONTRACTED REPAIRS	2-32-0000-250	63,923.26	165,000.00	101,076.74
S & R EQUIPMENT MAINTENANCE	2-32-0000-253	2,728.76	5,000.00	2,271.24
S & R VEHICLE REPAIRS	2-32-0000-255	350.00	1,500.00	1,150.00
S & R GOODS	2-32-0000-500	24,631.88	30,500.00	5,868.12
S & R EQUIPMENT GOODS	2-32-0000-522	5,466.95	5,600.00	133.05
S & R VEHICLE MAINTENANCE	2-32-0000-523	43.04	2,500.00	2,456.96
S & R STREET LIGHTS	2-32-0000-553	84,229.77	128,000.00	43,770.23
S & R TRANSFER TO CAPITAL	2-32-0000-762	0.00	584,890.00	584,890.00
S & R ADDED TO OPERATING RESERVE	2-32-0000-764	0.00	246,300.00	246,300.00
	TOTAL STREETS & ROADS:	263,009.58	1,299,690.00	1,036,680.42
AIRPORT				
AIRPORT SALARIES	2-33-0000-110	3,283.81	2,200.00	1,083.81-
AIRPORT SEASONAL SALARIES	2-33-0000-111	1,188.20	3,600.00	2,411.80
AIRPORT BENEFITS	2-33-0000-130	299.58	200.00	99.58-
AIRPORT SEASONAL BENEFITS	2-33-0000-131	62.90	300.00	237.10
AIRPORT NON T-4 BENEFITS	2-33-0000-133	572.54	400.00	172.54-
AIRPORT FREIGHT	2-33-0000-215	0.00	100.00	100.00
AIRPORT TELEPHONE / RADIO LICENSE FE	2-33-0000-217	49.17	50.00	0.83
AIRPORT CONTRACTED SERVICES	2-33-0000-232	4,711.20	2,100.00	2,611.20-
AIRPORT CONTRACTED REPAIRS	2-33-0000-250	786.86	2,300.00	1,513.14
AIRPORT VEHICLE REPAIRS	2-33-0000-255	0.00	200.00	200.00
AIRPORT INSURANCE	2-33-0000-274	5,214.63	5,480.00	265.37
AIRPORT GOODS	2-33-0000-500	270.67	1,500.00	1,229.33
AIRPORT VEHICLE GOODS	2-33-0000-523	0.00	100.00	100.00
AIRPORT HEATING	2-33-0000-540	1,378.29	2,400.00	1,021.71
AIRPORT POWER	2-33-0000-541	4,263.33	11,400.00	7,136.67
AIRPORT WATER & SEWER	2-33-0000-542	360.00	500.00	140.00
	TOTAL AIRPORT:	22,441.18	32,830.00	10,388.82
WATER PLANT				
WATER PLANT CONTRACTED REPAIRS	2-41-0100-250	9,503.10	0.00	9,503.10-
WATER PLANT CHARGES FROM COMMISSION	2-41-0100-300	704,546.64	906,600.00	202,053.36
WATER PLANT POWER	2-41-0100-541	20,734.58	32,600.00	11,865.42
	TOTAL WATER PLANT:	734,784.32	939,200.00	204,415.68
WATER LINES & DISTRIBUTION				
WATER LINES SALARIES	2-41-0200-110	78,933.53	143,900.00	64,966.47
WATER LINES SEASONAL SALARIES	2-41-0200-111	959.48	3,000.00	2,040.52
WATER LINES BENEFITS	2-41-0200-130	6,805.65	12,000.00	5,194.35
WATER LINES SEASONAL BENEFITS	2-41-0200-131	64.30	200.00	135.70
WATER LINES NON T4 BENEFITS	2-41-0200-133	12,707.23	25,200.00	12,492.77
WATER LINES TRAVEL & TRAINING	2-41-0200-211	6,158.60	7,000.00	841.40
WATER LINES FREIGHT & POSTAGE	2-41-0200-215	4,106.21	9,200.00	5,093.79
WATER LINES ADVERTISING	2-41-0200-220	1,579.95	1,000.00	579.95-
WATER LINES PROFESSIONAL SERVICES	2-41-0200-232	10,807.66	9,300.00	1,507.66-
WATER LINES CONTRACTED REPAIRS	2-41-0200-250	15,260.00	35,000.00	19,740.00
WATER LINES GOODS	2-41-0200-500	30,339.41	20,000.00	10,339.41-
WATER LINES ADDED TO OPERATING RESER	2-41-0200-764	0.00	50,000.00	50,000.00
	TOTAL WATER LINES & DISTRIBUTION:	167,722.02	315,800.00	148,077.98
SANITARY SEWERS				

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/10/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
SEWERS SALARIES	2-42-0000-110	30,388.18	29,700.00	688.18-
SEWERS SEASONAL SALARIES	2-42-0000-111	1,032.24	0.00	1,032.24-
SEWERS BENEFITS	2-42-0000-130	2,779.52	2,300.00	479.52-
SEWERS SEASONAL BENEFITS	2-42-0000-131	55.78	0.00	55.78-
SEWERS NON T4 BENEFITS	2-42-0000-133	5,549.35	5,200.00	349.35-
SEWERS FREIGHT & POSTAGE	2-42-0000-215	329.55	500.00	170.45
SEWERS LIFT STATION TELEPHONES	2-42-0000-217	1,344.33	1,800.00	455.67
SEWERS CONTRACTED REPAIRS	2-42-0000-250	35,974.41	60,000.00	24,025.59
SEWERS INSURANCE	2-42-0000-274	4,359.11	4,580.00	220.89
SEWERS GOODS	2-42-0000-500	9,680.96	32,000.00	22,319.04
SEWERS HEATING	2-42-0000-540	1,037.94	1,500.00	462.06
SEWERS POWER	2-42-0000-541	8,936.67	13,300.00	4,363.33
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00
	TOTAL SANITARY SEWERS:	101,468.04	200,880.00	99,411.96
GARBAGE				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	63,800.00	75,400.00	11,600.00
GARBAGE GOODS	2-43-0000-500	352.44	300.00	52.44-
	TOTAL GARBAGE:	64,152.44	75,700.00	11,547.56
REGIONAL WASTE				
REGIONAL WASTE BCWMC CONTRACT	2-44-0000-235	334,554.88	334,400.00	154.88-
REGIONAL WASTE - TRANSFER TO RESERVE	2-44-0000-764	0.00	19,400.00	19,400.00
	TOTAL REGIONAL WASTE SYSTEM:	334,554.88	353,800.00	19,245.12
FCSS				
FCSS SALARIES	2-51-0100-110	4,269.83	5,400.00	1,130.17
FCSS BENEFITS	2-51-0100-130	395.81	500.00	104.19
FCSS NON T4 BENEFITS	2-51-0100-133	1,048.83	1,100.00	51.17
FCSS TRAVEL	2-51-0100-211	1,317.88	1,000.00	317.88-
FCSS TRAINING	2-51-0100-212	714.05	700.00	14.05-
FCSS FREIGHT & POSTAGE	2-51-0100-215	270.00	300.00	30.00
FCSS ADVERTISING	2-51-0100-220	792.89	900.00	107.11
FCSS SUBSCRIPTIONS/MEMBERSHIPS	2-51-0100-221	466.00	500.00	34.00
FCSS CONTRACTED PROFESSIONAL SERVICE	2-51-0100-232	19,250.00	22,800.00	3,550.00
FCSS INSURANCE	2-51-0100-274	11.00	11.00	0.00
FCSS GOODS	2-51-0100-500	1,800.00	2,100.00	300.00
FCSS GRANT TO SENIOR CIRCLE	2-51-0100-770	422.62	610.00	187.38
	TOTAL FCSS:	30,758.91	35,921.00	5,162.09
FCSS COORDINATOR				
COORDINATOR SALARIES	2-51-0200-110	8,539.81	10,800.00	2,260.19
COORDINATOR BENEFITS	2-51-0200-130	763.43	1,000.00	236.57
COORDINATOR NON T4 BENEFITS	2-51-0200-133	1,883.80	2,300.00	416.20
COORDINATOR TRAVEL	2-51-0200-211	285.71	1,200.00	914.29
COORDINATOR TRAINING	2-51-0200-212	0.00	700.00	700.00
COORDINATOR POSTAGE & FREIGHT	2-51-0200-215	270.00	300.00	30.00
COORDINATOR TELEPHONE	2-51-0200-217	257.13	400.00	142.87
COORDINATOR ADVERTISING	2-51-0200-220	2,508.59	2,800.00	291.41
COORDINATOR SUBSCRIPTIONS/MEMBERSHIP	2-51-0200-221	0.00	100.00	100.00
COORDINATOR CONTRACTED PROFESSIONAL	2-51-0200-232	16,500.00	19,500.00	3,000.00
COORDINATOR GOODS	2-51-0200-500	3,540.24	1,200.00	2,340.24-
COORDINATOR PROGRAM EXPENSES	2-51-0200-510	70,959.45	99,800.00	28,840.55
	TOTAL COORDINATOR:	105,508.16	140,100.00	34,591.84
YOUTH CLUB SUPPORT				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	4,269.83	5,400.00	1,130.17
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	381.73	500.00	118.27
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	941.90	1,100.00	158.10
FCSS YOUTH CLUB SUPPORT ADVERTISING	2-51-0300-220	1,833.96	2,500.00	666.04
FCSS YOUTH CLUB SUPPORT PROFESSIONAL	2-51-0300-232	8,250.00	9,800.00	1,550.00
FCSS YOUTH CLUB SUPPORT GOODS	2-51-0300-500	480.00	700.00	220.00
	TOTAL FCSS YOUTH CLUB SUPPORT:	16,157.42	20,000.00	3,842.58
COMMUNITY SERVICES VANS				
CSD VAN CONTRACTED VEHICLE REPAIRS	2-51-0500-255	390.00	500.00	110.00
CSD VAN INSURANCE	2-51-0500-274	3,483.00	3,660.00	177.00
CSD VAN GOODS	2-51-0500-500	9.00	100.00	91.00
CSD VAN PETROLEUM PRODUCTS	2-51-0500-521	0.00	100.00	100.00
CSD VAN VEHICLE MAINTENANCE	2-51-0500-523	5.66	800.00	794.34

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/10/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
TOTAL COMMUNITY SERVICES VANS:		3,887.66	5,160.00	1,272.34
CEMETERY				
CEMETERY SALARIES	2-56-0000-110	6,893.38	9,200.00	2,306.62
CEMETERY SEASONAL SALARIES	2-56-0000-111	4,794.92	6,000.00	1,205.08
CEMETERY BENEFITS	2-56-0000-130	620.52	800.00	179.48
CEMETERY SEASONAL BENEFITS	2-56-0000-131	274.86	400.00	125.14
CEMETERY NON T-4 BENEFITS	2-56-0000-133	1,238.21	1,700.00	461.79
CEMETERY ADVERTISING	2-56-0000-220	224.88	100.00	124.88-
CEMETERY PROFESSIONAL SERVICES	2-56-0000-232	639.90	4,200.00	3,560.10
CEMETERY CONTRACTED REPAIRS	2-56-0000-250	0.00	1,500.00	1,500.00
CEMETERY INSURANCE	2-56-0000-274	26.40	30.00	3.60
CEMETERY GOODS	2-56-0000-500	1,280.44	5,000.00	3,719.56
CEMETERY PETROLEUM PRODUCTS	2-56-0000-521	675.72	700.00	24.28
TOTAL CEMETERY:		16,669.23	29,630.00	12,960.77
MUNICIPAL PLANNING COMMISSION				
MPC GOODS	2-61-0100-500	0.00	500.00	500.00
TOTAL MUNICIPAL PLANNING COMMISSION:		0.00	500.00	500.00
COMMERCIAL OFFICE BUILDING				
COMMERCIAL OFFICE INSURANCE	2-61-0200-274	1,134.13	0.00	1,134.13-
COMMERCIAL OFFICE HEATING	2-61-0200-540	592.02	0.00	592.02-
COMMERCIAL OFFICE POWER	2-61-0200-541	310.47-	0.00	310.47
TOTAL COMMERCIAL OFFICE BUILDING:		1,415.68	0.00	1,415.68-
TOURISM				
TOURISM SALARIES	2-61-0300-110	17,857.19	22,100.00	4,242.81
TOURISM BENEFITS	2-61-0300-130	1,381.46	1,800.00	418.54
TOURISM NON T4 BENEFITS	2-61-0300-133	2,409.84	3,800.00	1,390.16
TOURISM TRAVEL	2-61-0300-211	0.00	100.00	100.00
TOURISM FREIGHT & POSTAGE	2-61-0300-215	270.00	500.00	230.00
TOURISM ADVERTISING	2-61-0300-220	818.36	2,000.00	1,181.64
TOURISM GOODS	2-61-0300-500	0.00	500.00	500.00
TOTAL TOURISM:		22,736.85	30,800.00	8,063.15
BUSINESS & COMMUNICATIONS				
B & C SALARIES	2-61-0400-110	71,426.52	88,200.00	16,773.48
B & C BENEFITS	2-61-0400-130	5,525.77	7,200.00	1,674.23
B & C NON T4 BENEFIT	2-61-0400-133	9,638.63	15,400.00	5,761.37
B & C TRAVEL	2-61-0400-211	0.00	1,000.00	1,000.00
B & C TRAINING	2-61-0400-212	0.00	1,000.00	1,000.00
B & C FREIGHT & POSTAGE	2-61-0400-215	270.00	300.00	30.00
B & C TELEPHONES	2-61-0400-217	728.55	1,100.00	371.45
B & C ADVERTISING & PRINTING	2-61-0400-220	1,585.78	1,800.00	214.22
B & C SUBSCRIPTIONS & MEMBERSHIPS	2-61-0400-221	3,401.70	3,400.00	1.70-
B & C CONTRACTED PROFESSIONAL SERVIC	2-61-0400-232	12,195.34-	49,000.00	61,195.34
B & C INSURANCE	2-61-0400-274	145.23	150.00	4.77
B & C GOODS	2-61-0400-500	3,087.73	2,500.00	587.73-
B & C PETROLEUM PRODUCTS	2-61-0400-521	0.00	500.00	500.00
B & C POWER	2-61-0400-541	2,594.64	4,500.00	1,905.36
TOTAL BUSINESS & COMMUNICATIONS:		86,209.21	176,050.00	89,840.79
VISITOR INFORMATION CENTRE				
VIC SALARIES	2-62-0000-110	796.84	2,700.00	1,903.16
VIC SEASONAL SALARIES	2-62-0000-111	275.60	1,200.00	924.40
VIC BENEFITS	2-62-0000-130	68.86	200.00	131.14
VIC SEASONAL BENEFITS	2-62-0000-131	17.63	100.00	82.37
VIC NON T4 BENEFITS	2-62-0000-133	130.69	500.00	369.31
VIC TELEPHONES	2-62-0000-217	309.50	400.00	90.50
VIC ADVERTISING & PRINTING	2-62-0000-220	576.75	900.00	323.25
VIC CONTRACTED SERVICES	2-62-0000-232	441.00	1,200.00	759.00
VIC CONTRACTED REPAIR	2-62-0000-250	582.34	1,000.00	417.66
VIC INSURANCE	2-62-0000-274	1,294.18	1,360.00	65.82
VIC GOODS	2-62-0000-500	1,119.34	2,000.00	880.66
VIC HEATING	2-62-0000-540	1,037.94	1,500.00	462.06
VIC POWER	2-62-0000-541	1,729.76	3,000.00	1,270.24
VIC WATER	2-62-0000-963	3,988.34	4,100.00	111.66
TOTAL VISITOR INFORMATION CENTRE:		12,368.77	20,160.00	7,791.23
SUBDIVISION				

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/10/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
SUBDIVISION OTHER	2-66-0000-990	708.33	0.00	708.33-
	TOTAL SUBDIVISION:	708.33	0.00	708.33-
COMMUNITY SERVICES BOARD				
COMMUNITY SERVICES BOARD GOODS	2-71-0000-500	0.00	500.00	500.00
COMMUNITY SERVICES BOARD GRANTS	2-71-0000-770	0.00	3,000.00	3,000.00
	TOTAL COMMUNITY SERVICES BOARD:	0.00	3,500.00	3,500.00
RECREATION				
RECREATION SALARIES	2-72-0000-110	15,543.58	10,800.00	4,743.58-
RECREATION SEASONAL SALARIES	2-72-0000-111	0.00	10,500.00	10,500.00
RECREATION BENEFITS	2-72-0000-130	1,438.73	1,000.00	438.73-
RECREATION SEASONAL BENEFITS	2-72-0000-131	0.00	700.00	700.00
RECREATION NON T4 BENEFITS	2-72-0000-133	3,617.27	2,300.00	1,317.27-
RECREATION TRAVEL	2-72-0000-211	1,013.22	1,800.00	786.78
RECREATION TRAINING	2-72-0000-212	1,792.50	3,100.00	1,307.50
RECREATION FREIGHT & POSTAGE	2-72-0000-215	270.00	300.00	30.00
RECREATION TELEPHONE	2-72-0000-217	1,028.55	1,900.00	871.45
RECREATION ADVERTISING	2-72-0000-220	2,171.27	2,800.00	628.73
RECREATION SUBSCRIPTIONS/MEMBERSHIPS	2-72-0000-221	541.00	900.00	359.00
RECREATION PROFESSIONAL SERVICES	2-72-0000-232	12,553.44	24,000.00	11,446.56
RECREATION INSURANCE	2-72-0000-274	12,044.50	12,650.00	605.50
RECREATION GOODS	2-72-0000-500	778.25	1,200.00	421.75
RECREATION PROGRAM EXPENSES	2-72-0000-510	4,122.57	1,000.00	3,122.57-
RECREATION PETROLEUM - CAR ALLOWANCE	2-72-0000-521	561.31	2,400.00	1,838.69
RECREATION VEHICLE MAINTENANCE	2-72-0000-523	664.04	300.00	364.04-
RECREATION TRANSFER TO CAPITAL	2-72-0000-762	0.00	90,000.00	90,000.00
RECREATION OTHER	2-72-0000-990	3,705.55	5,800.00	2,094.45
	TOTAL RECREATION:	61,845.78	173,450.00	111,604.22
SWIMMING & WADING POOLS				
POOLS SALARIES	2-72-0100-110	10,952.44	14,700.00	3,747.56
POOL SEASONAL SALARIES	2-72-0100-111	143,353.17	118,800.00	24,553.17-
POOLS BENEFITS	2-72-0100-130	993.89	1,300.00	306.11
POOL SEASONAL BENEFITS	2-72-0100-131	7,028.70	8,200.00	1,171.30
POOLS NON T-4 BENEFITS	2-72-0100-133	2,017.51	2,700.00	682.49
POOLS TRAVEL	2-72-0100-211	40.00	1,000.00	960.00
POOLS TRAINING	2-72-0100-212	234.28	1,000.00	765.72
POOLS FREIGHT & POSTAGE	2-72-0100-215	3,083.76	2,400.00	683.76-
POOLS TELEPHONE	2-72-0100-217	423.79	480.00	56.21
POOLS ADVERTISING	2-72-0100-220	1,138.94	1,200.00	61.06
POOL CONTRACTED SERVICES	2-72-0100-232	3,210.71	3,300.00	89.29
POOLS CONTRACTED REPAIRS	2-72-0100-250	959.27	6,500.00	5,540.73
POOLS INSURANCE	2-72-0100-274	9,076.46	9,530.00	453.54
POOLS GOODS	2-72-0100-500	22,330.92	16,500.00	5,830.92-
POOL RETAIL GOODS	2-72-0100-501	2,522.74	2,000.00	522.74-
POOLS CHEMICALS	2-72-0100-531	23,850.16	21,200.00	2,650.16-
POOLS HEATING	2-72-0100-540	20,952.36	17,500.00	3,452.36-
POOLS POWER	2-72-0100-541	16,566.39	24,800.00	8,233.61
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	2,657.21	5,040.00	2,382.79
	TOTAL SWIMMING POOLS:	271,392.70	258,150.00	13,242.70-
ARENA				
ARENA SALARIES	2-72-0200-110	98,757.70	140,500.00	41,742.30
ARENA SEASONAL SALARIES	2-72-0200-111	9,396.14	12,000.00	2,603.86
ARENA BENEFITS	2-72-0200-130	7,711.46	11,700.00	3,988.54
ARENA SEASONAL BENEFITS	2-72-0200-131	673.95	800.00	126.05
ARENA NON T4 BENEFITS	2-72-0200-133	16,258.09	24,700.00	8,441.91
ARENA TRAVEL	2-72-0200-211	597.10	1,600.00	1,002.90
ARENA TRAINING	2-72-0200-212	2,375.61	2,600.00	224.39
ARENA FREIGHT & POSTAGE	2-72-0200-215	499.54	800.00	300.46
ARENA TELEPHONE	2-72-0200-217	309.50	360.00	50.50
ARENA ADVERTISING & PRINTING	2-72-0200-220	801.63	1,000.00	198.37
ARENA CONTRACTED SERVICES	2-72-0200-232	12,115.99	4,800.00	7,315.99-
ARENA CONTRACTED REPAIRS	2-72-0200-250	5,255.55	17,600.00	12,344.45
ARENA CONTRACTED EQUIPMENT REPAIRS	2-72-0200-253	5,571.07	6,400.00	828.93
ARENA INSURANCE	2-72-0200-274	14,054.20	14,760.00	705.80
ARENA GOODS	2-72-0200-500	8,720.83	17,900.00	9,179.17
ARENA PETROLEUM PRODUCTS	2-72-0200-521	2,519.89	4,600.00	2,080.11
ARENA HEATING	2-72-0200-540	23,714.85	31,400.00	7,685.15

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/10/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
ARENA POWER	2-72-0200-541	13,196.60	26,700.00	13,503.40
ARENA GROSS RECOVERIES TO OPERATING	2-72-0200-963	2,718.23	4,570.00	1,851.77
ARENA ICE PLANT CONTRACTED REPAIRS	2-72-0201-250	3,766.63	11,800.00	8,033.37
ARENA ICE PLANT GOODS	2-72-0201-500	0.00	500.00	500.00
ARENA ICE PLANT POWER	2-72-0201-541	9,971.77	19,400.00	9,428.23
TOTAL ARENA:		238,986.33	356,490.00	117,503.67
PARKS SHOP				
PARKS SHOP TELEPHONE	2-72-0300-217	619.00	720.00	101.00
PARKS SHOP CONTRACTED REPAIRS	2-72-0300-250	4,420.11	4,000.00	420.11
PARKS SHOP INSURANCE	2-72-0300-274	1,950.77	2,050.00	99.23
PARKS SHOP GOODS	2-72-0300-500	2,022.69	1,300.00	722.69
PARKS SHOP HEATING	2-72-0300-540	5,207.26	7,500.00	2,292.74
PARKS SHOP POWER	2-72-0300-541	2,516.20	3,900.00	1,383.80
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	425.68	700.00	274.32
TOTAL PARKS SHOP:		17,161.71	20,170.00	3,008.29
CURLING RINK				
CURLING RINK SALARIES	2-72-0400-110	4,318.12	5,400.00	1,081.88
CURLING RINK SEASONAL SALARIES	2-72-0400-111	1,085.50	2,400.00	1,314.50
CURLING RINK BENEFITS	2-72-0400-130	397.10	500.00	102.90
CURLING RINK SEASONAL BENEFITS	2-72-0400-131	57.83	200.00	142.17
CURLING RINK NON T4 BENEFITS	2-72-0400-133	845.42	1,000.00	154.58
CURLING RINK CONTRACTED REPAIRS	2-72-0400-250	9,288.69	5,600.00	3,688.69
CURLING RINK INSURANCE	2-72-0400-274	9,843.18	10,330.00	486.82
CURLING RINK GOODS	2-72-0400-500	782.61	1,500.00	717.39
CURLING RINK HEATING	2-72-0400-540	14,407.40	19,500.00	5,092.60
CURLING RINK POWER	2-72-0400-541	6,938.89	14,500.00	7,561.11
CURLING RINK - SUBSIDY	2-72-0400-771	8,948.10	17,500.00	8,551.90
CURLING RINK GROSS RECOV TO OPERATIN	2-72-0400-963	1,024.48	2,040.00	1,015.52
CURLING RINK ICE PLANT REPAIRS	2-72-0401-250	3,766.60	11,800.00	8,033.40
CURLING RINK ICE PLANT GOODS	2-72-0401-500	0.00	500.00	500.00
CURLING RINK ICE PLANT POWER	2-72-0401-541	9,971.77	19,400.00	9,428.23
TOTAL CURLING RINK:		71,675.69	112,170.00	40,494.31
BALL DIAMONDS				
BALL DIAMOND SALARIES	2-72-0500-110	8,071.77	5,400.00	2,671.77
BALL DIAMOND SEASONAL SALARIES	2-72-0500-111	1,940.38	3,600.00	1,659.62
BALL DIAMOND BENEFITS	2-72-0500-130	704.82	500.00	204.82
BALL DIAMOND SEASONAL BENEFITS	2-72-0500-131	143.04	300.00	156.96
BALL DIAMONDS NON T-4 BENEFITS	2-72-0500-133	1,338.57	1,000.00	338.57
BALL DIAMOND CONTRACTED REPAIRS	2-72-0500-250	985.38	1,000.00	14.62
BALL DIAMOND GOODS	2-72-0500-500	14,649.96	11,500.00	3,149.96
BALL DIAMOND POWER	2-72-0500-541	868.25	1,030.00	161.75
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	8,412.48	11,810.00	3,397.52
TOTAL BALL DIAMONDS:		37,114.65	36,140.00	974.65
GOLF COURSE				
GOLF COURSE INSURANCE	2-72-0600-274	3,507.57	3,680.00	172.43
TOTAL GOLF COURSE:		3,507.57	3,680.00	172.43
FOX LAKE PARK				
FOX LAKE SALARIES	2-72-0700-110	2,933.13	5,400.00	2,466.87
FOX LAKE SEASONAL SALARIES	2-72-0700-111	1,861.60	2,400.00	538.40
FOX LAKE BENEFITS	2-72-0700-130	283.74	500.00	216.26
FOX LAKE SEASONAL BENEFITS	2-72-0700-131	132.59	200.00	67.41
FOX LAKE NON T-4 BENEFITS	2-72-0700-133	684.61	1,000.00	315.39
FOX LAKE FREIGHT	2-72-0700-215	342.86	200.00	142.86
FOX LAKE ADVERTISING	2-72-0700-220	975.75	1,300.00	324.25
FOX LAKE CONTRACTED SERVICES	2-72-0700-232	32,683.80	34,200.00	1,516.20
FOX LAKE CONTRACTED REPAIRS	2-72-0700-250	2,855.21	5,000.00	2,144.79
FOX LAKE INSURANCE	2-72-0700-274	301.70	320.00	18.30
FOX LAKE GOODS	2-72-0700-500	4,206.84	5,000.00	793.16
FOX LAKE RETAIL ITEMS - ICE & NOVELT	2-72-0700-501	624.00	400.00	224.00
FOX LAKE PETROLEUM PRODUCTS	2-72-0700-521	700.00	700.00	0.00
FOX LAKE HEAT	2-72-0700-540	419.99	600.00	180.01
FOX LAKE POWER	2-72-0700-541	9,131.80	12,700.00	3,568.20
FOX LAKE GROSS RECOVERIES FROM OPERA	2-72-0700-963	0.00	8,420.00	8,420.00
TOTAL FOX LAKE PARK:		58,137.62	78,340.00	20,202.38
PARKS				

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/10/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
PARKS SALARIES	2-72-0800-110	66,565.30	83,500.00	16,934.70
PARKS SEASONAL SALARIES	2-72-0800-111	90,471.51	73,000.00	17,471.51-
PARKS BENEFITS	2-72-0800-130	6,001.46	7,000.00	998.54
PARKS SEASONAL BENEFITS	2-72-0800-131	5,933.55	5,100.00	833.55-
PARKS NON T4 BENEFITS	2-72-0800-133	12,089.56	14,800.00	2,710.44
PARKS TRAVEL	2-72-0800-211	0.00	600.00	600.00
PARKS TRAINING	2-72-0800-212	787.25	1,000.00	212.75
PARKS FREIGHT	2-72-0800-215	5,636.90	800.00	4,836.90-
PARKS CONTRACTED REPAIRS	2-72-0800-250	21,654.40	23,100.00	1,445.60
PARKS EQUIPMENT REPAIRS	2-72-0800-253	1,954.19	10,400.00	8,445.81
PARKS CONTRACTED VEHICLE REPAIRS	2-72-0800-255	272.38	5,600.00	5,327.62
PARKS INSURANCE	2-72-0800-274	5,173.95	5,400.00	226.05
PARKS GOODS	2-72-0800-500	24,298.95	28,100.00	3,801.05
PARKS PETROLEUM PRODUCTS	2-72-0800-521	12,779.37	12,700.00	79.37-
PARKS EQUIPMENT MAINTENANCE	2-72-0800-522	1,269.49	3,700.00	2,430.51
PARKS VEHICLE MAINTENANCE	2-72-0800-523	3,196.89	4,800.00	1,603.11
PARKS POWER	2-72-0800-541	2,409.08	3,100.00	690.92
PARKS RECOVERIES TO OPERATING	2-72-0800-963	24,126.18	22,980.00	1,146.18-
PARKS OTHER	2-72-0800-990	0.00	1,000.00	1,000.00
TOTAL PARKS:		284,620.41	306,680.00	22,059.59
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM SEASONAL SALARIES	2-72-1000-111	28,443.30	23,100.00	5,343.30-
PLAYGROUND PROGRAM BENEFITS	2-72-1000-130	3.50	0.00	3.50-
PLAYGROUND PROGRAM SEASONAL BENEFITS	2-72-1000-131	1,358.57	1,600.00	241.43
PLAYGROUND PROGRAM NON T4 BENEFITS	2-72-1000-133	26.74	0.00	26.74-
PLAYGROUND PROGRAM TRAVEL	2-72-1000-211	259.05	300.00	40.95
PLAYGROUND PROGRAM TRAINING	2-72-1000-212	0.00	600.00	600.00
PLAYGROUND PROGRAM FREIGHT & POSTAGE	2-72-1000-215	135.00	140.00	5.00
PLAYGROUND PROGRAM TELEPHONE	2-72-1000-217	114.29	120.00	5.71
PLAYGROUND PROGRAM ADVERTISING	2-72-1000-220	1,138.94	1,200.00	61.06
PLAYGROUND PROGRAM CONTRACTED SERVICE	2-72-1000-232	2,750.00	5,800.00	3,050.00
PLAYGROUND PROGRAM GOODS	2-72-1000-500	7,096.86	6,200.00	896.86-
TOTAL PLAYGROUND PROGRAM:		41,326.25	39,060.00	2,266.25-
SPRAY PARK				
SPRAY PARK SALARIES	2-72-1200-110	2,092.26	1,300.00	792.26-
SPRAY PARK SEASONAL SALARIES	2-72-1200-111	624.00	1,200.00	576.00
SPRAY PARK EMPLOYEE BENEFITS	2-72-1200-130	211.00	100.00	111.00-
SPRAY PARK SEASONAL EMPLOYEE BENEFIT	2-72-1200-131	47.86	100.00	52.14
SPRAY PARK NON T4 BENEFITS	2-72-1200-133	518.72	200.00	318.72-
SPRAY PARK FREIGHT	2-72-1200-215	511.07	200.00	311.07-
SPRAY PARK CONTRACTED REPAIRS	2-72-1200-250	573.50	500.00	73.50-
SPRAY PARK INSURANCE	2-72-1200-274	797.67	840.00	42.33
SPRAY PARK GOODS	2-72-1200-500	1,897.78	500.00	1,397.78-
SPRAY PARK CHEMICALS	2-72-1200-531	733.53	1,400.00	666.47
SPRAY PARK POWER	2-72-1200-541	1,390.58	2,200.00	809.42
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	2,159.92	2,480.00	320.08
TOTAL SPRAY PARK:		11,557.89	11,020.00	537.89-
KING HUNTER PARK				
KING HUNTER PARK SALARIES	2-72-1300-110	2,226.06	5,400.00	3,173.94
KING HUNTER PARK SEASONAL SALARIES	2-72-1300-111	11,455.48	9,600.00	1,855.48-
KING HUNTER PARK EMPLOYEE BENEFITS	2-72-1300-130	204.55	500.00	295.45
KING HUNTER PARK SEASONAL EMPL BENEFIT	2-72-1300-131	801.99	700.00	101.99-
KING HUNTER PARK EMP NON T4 BENEFIT	2-72-1300-133	422.35	1,000.00	577.65
KING HUNTER PARK REPAIRS & MAINTENANCE	2-72-1300-250	700.00	3,000.00	2,300.00
KING HUNTER PARK INSURANCE	2-72-1300-274	169.77	180.00	10.23
KING HUNTER PARK GOODS	2-72-1300-500	2,472.30	3,000.00	527.70
KING HUNTER PARK POWER	2-72-1300-541	1,376.44	1,800.00	423.56
KING HUNTER PARK RECOVERIES TO OPERATING	2-72-1300-963	7,664.98	7,870.00	205.02
TOTAL KING HUNTER PARK:		27,493.92	33,050.00	5,556.08
SOCCER FIELDS				
SOCCER FIELD SALARIES	2-72-1400-110	968.35	2,700.00	1,731.65
SOCCER FIELD SEASONAL SALARIES	2-72-1400-111	1,403.48	1,200.00	203.48-
SOCCER FIELD BENEFITS	2-72-1400-130	78.58	200.00	121.42
SOCCER FIELD SEASONAL BENEFITS	2-72-1400-131	89.63	100.00	10.37
SOCCER FIELD NON T4 BENEFITS	2-72-1400-133	117.73	500.00	382.27
SOCCER FIELD GOODS	2-72-1400-500	420.84	1,500.00	1,079.16

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/10/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
SOCCER FIELDS POWER	2-72-1400-541	868.25	1,000.00	131.75
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	4,411.34	5,300.00	888.66
	TOTAL SOCCER FIELDS:	8,358.20	12,500.00	4,141.80
MUSEUM				
MUSEUM GOODS	2-74-0100-500	23.38	0.00	23.38-
MUSEUM GAS	2-74-0100-540	4,435.32	6,100.00	1,664.68
MUSEUM POWER	2-74-0100-541	3,074.66	3,700.00	625.34
MUSEUM GRANT	2-74-0100-770	7,000.00	7,000.00	0.00
	TOTAL MUSEUM:	14,533.36	16,800.00	2,266.64
LIBRARY				
LIBRARY TELEPHONE	2-74-0200-217	619.00	700.00	81.00
LIBRARY ADVERTISING	2-74-0200-220	461.40	800.00	338.60
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	726.98	2,400.00	1,673.02
LIBRARY INSURANCE	2-74-0200-274	5,049.94	5,300.00	250.06
LIBRARY GOODS	2-74-0200-500	634.87	1,200.00	565.13
LIBRARY HEATING	2-74-0200-540	4,297.06	5,600.00	1,302.94
LIBRARY POWER	2-74-0200-541	5,722.65	7,900.00	2,177.35
LIBRARY GRANTS	2-74-0200-770	20,583.24	21,600.00	1,016.76
LIBRARY PERSONNEL GRANTS	2-74-0200-771	71,465.38	71,500.00	34.62
LIBRARY GROSS RECOVERIES TO OPERATIN	2-74-0200-963	1,105.22	1,880.00	774.78
	TOTAL LIBRARY:	110,665.74	118,880.00	8,214.26
CENTENNIAL PLACE				
RCSC SALARIES	2-74-0800-110	53,577.25	61,100.00	7,522.75
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	33,899.78	49,700.00	15,800.22
RCSC BENEFITS	2-74-0800-130	4,315.20	5,600.00	1,284.80
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	1,647.03	3,500.00	1,852.97
RCSC NON T4 BENEFITS	2-74-0800-133	6,646.63	10,700.00	4,053.37
RCSC STAFF TRAINING	2-74-0800-212	175.00	700.00	525.00
RCSC FREIGHT	2-74-0800-215	456.12	300.00	156.12-
RCSC TELEPHONE	2-74-0800-217	909.24	1,200.00	290.76
RCSC ADVERTISING	2-74-0800-220	2,061.77	2,700.00	638.23
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	12,915.00	15,800.00	2,885.00
RCSC CONTRACTED REPAIRS	2-74-0800-250	5,533.31	2,200.00	3,333.31-
RCSC INSURANCE	2-74-0800-274	10,667.35	11,200.00	532.65
RCSC GOODS	2-74-0800-500	6,695.88	10,100.00	3,404.12
RCSC HEATING	2-74-0800-540	6,959.01	10,100.00	3,140.99
RCSC POWER	2-74-0800-541	13,016.75	22,200.00	9,183.25
RCSC WATER - RECOVERIES FROM OPERATI	2-74-0800-963	776.14	1,100.00	323.86
RCSC - HFC EQUIPMENT GOODS	2-74-0801-500	10,225.57	9,000.00	1,225.57-
	TOTAL CENTENNIAL PLACE:	170,477.03	217,200.00	46,722.97
COMMUNITY CENTRE				
COMMUNITY CENTRE SALARIES	2-74-0900-110	7,923.07	5,458.00	2,465.07-
COMMUNITY CENTRE SEASONAL SALARIES	2-74-0900-111	106.08	1,200.00	1,093.92
COMMUNITY CENTRE BENEFITS	2-74-0900-130	740.68	500.00	240.68-
COMMUNITY CENTRE SEASONAL BENEFITS	2-74-0900-131	8.17	100.00	91.83
COMMUNITY CENTRE NON T4 BENEFITS	2-74-0900-133	1,590.67	1,000.00	590.67-
COMMUNITY CENTRE FREIGHT & POSTAGE	2-74-0900-215	427.97	500.00	72.03
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	309.50	400.00	90.50
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	337.31	200.00	137.31-
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	62,056.68	33,700.00	28,356.68-
COMMUNITY CENTRE CONTRACTED REPAIRS	2-74-0900-250	20,412.79	11,300.00	9,112.79-
COMMUNITY CENTRE INSURANCE	2-74-0900-274	6,515.42	6,840.00	324.58
COMMUNITY CENTRE GOODS	2-74-0900-500	6,336.52	4,100.00	2,236.52-
COMMUNITY CENTRE HEAT	2-74-0900-540	4,862.67	6,400.00	1,537.33
COMMUNITY CENTRE POWER	2-74-0900-541	9,046.32	13,500.00	4,453.68
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	2,484.22	1,250.00	1,234.22-
	TOTAL COMMUNITY CENTRE:	123,158.07	86,448.00	36,710.07-
LIONS HALL				
LIONS HALL CONTRACTED REPAIRS	2-74-1000-250	269.00	1,000.00	731.00
LIONS HALL INSURANCE	2-74-1000-274	741.90	780.00	38.10
LIONS HALL GOODS	2-74-1000-500	176.40-	500.00	676.40
LIONS HALL HEAT	2-74-1000-540	2,231.52	3,200.00	968.48
LIONS HALL POWER	2-74-1000-541	1,078.38	1,700.00	621.62
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	395.08	580.00	184.92
	TOTAL LIONS HALL:	4,539.48	7,760.00	3,220.52

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/10/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
GOVERNMENT REQUISITIONS				
GOVERNMENT REQUISITION - SCHOOL	2-77-0000-741	498,762.81	665,000.00	166,237.19
GOVERNMENT REQUISITION - ACADIA FOUN	2-77-0000-754	174,078.00	174,100.00	22.00
GOVERNMENT REQUISITION - DESIGNATED	2-77-0000-755	0.00	680.00	680.00
PROVISION FOR DOUBTFUL ACCOUNTS	2-77-0000-757	5,942.70	2,500.00	3,442.70-
	TOTAL GOVERNMENT REQUISITIONS:	<u>678,783.51</u>	<u>842,280.00</u>	<u>163,496.49</u>
	TOTAL EXPENDITURES:	<u>5,902,895.16</u>	<u>8,750,848.00</u>	<u>2,847,952.84</u>
	TOTAL REVENUE & EXPENSES:	<u>3,638,510.68-</u>	<u>7,915,821.00-</u>	<u>4,277,310.32-</u>

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/10/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
ASSETS - OPERATING				
CAPITAL FINANCES APPLIED (EXPENDITURES)				
ADMINISTRATION				
ADMINISTRATION BUILDING ADDITIONS	8-12-0000-620	0.00	5,000.00	5,000.00
	TOTAL ADMINISTRATION:	0.00	5,000.00	5,000.00
FIRE DEPARTMENT				
FIRE MACHINES, EQUIPMENT	8-23-0000-630	542,776.60	624,600.00	81,823.40
FIRE VEHICLE ADDITIONS	8-23-0000-650	5,960.00	0.00	5,960.00-
	TOTAL FIRE DEPARTMENT:	548,736.60	624,600.00	75,863.40
BYLAW				
BYLAW VEHICLE ADDITIONS	8-26-0000-650	15,000.00	0.00	15,000.00-
	TOTAL BYLAW DEPARTMENT:	15,000.00	0.00	15,000.00-
COMMON SERVICES				
COMMON SERV MACHINES, EQUIPMENT	8-31-0000-630	240,750.00	180,000.00	60,750.00-
COMMON SERVICES VEHICLES	8-31-0000-650	56,156.25	60,000.00	3,843.75
	TOTAL COMMON SERVICES DEPARTMENT:	296,906.25	240,000.00	56,906.25-
STREETS & ROADS				
S & R ENGINEERING STRUCTURES	8-32-0000-610	4,002,393.02	6,433,979.00	2,431,585.98
S & R MACHINES, EQUIPMENT	8-32-0000-630	0.00	267,000.00	267,000.00
	TOTAL STREETS & ROADS:	4,002,393.02	6,700,979.00	2,698,585.98
STREETS & ROAD - PIONEER/PALLISER TRAIL				
S & R ENGINEERING STRUCTURES	8-32-0100-610	18,792.00	124,719.00	105,927.00
	TOTAL STREETS & ROAD - PIONEER/PALLISER TRAIL:	18,792.00	124,719.00	105,927.00
AIRPORT				
AIRPORT ENGINEERING STRUCTURES	8-33-0000-610	18,050.56	20,000.00	1,949.44
	TOTAL AIRPORT:	18,050.56	20,000.00	1,949.44
CEMETERY				
CEMETERY ENGINEERING STRUCTURES	8-56-0000-610	11,380.50	11,381.00	0.50
	TOTAL CEMETERY:	11,380.50	11,381.00	0.50
RECREATION				
RECREATION POOL MACHINES & EQUIPMENT	8-72-0100-630	0.00	15,000.00	15,000.00
RECREATION ARENA BUILDING	8-72-0200-620	29,040.15	50,000.00	20,959.85
RECREATION CURLING RINK BUILDING	8-72-0400-620	0.00	10,000.00	10,000.00
RECREATION PARKS EQUIPMENT	8-72-0800-630	106,706.89	100,000.00	6,706.89-
RECREATION PARKS VEHICLES	8-72-0800-650	8,562.99	9,000.00	437.01
	TOTAL RECREATION:	144,310.03	184,000.00	39,689.97
CULTURE				
LIBRARY BUILDING	8-74-0200-610	0.00	10,000.00	10,000.00
RCSC BUILDING - CENTENNIAL PLACE	8-74-0800-620	7,578.85	12,000.00	4,421.15
COMMUNITY CENTRE BUILDING	8-74-0900-610	9,778.79	24,000.00	14,221.21
	TOTAL CULTURE:	17,357.64	46,000.00	28,642.36
	TOTAL CAPITAL FINANCES APPLIED:	5,072,926.60	7,956,679.00	2,883,752.40
	GRAND TOTAL OF ALL ACCOUNTS:	5,072,926.60	7,956,679.00	2,883,752.40
	REPORT TOTALS:	1,434,415.92	40,858.00	1,393,557.92-

*** End of Report ***

Date: November 12, 2024

Agenda Item No: 06.03

Budget Overview

Recommended Motion

That Council accepts the Budget Overview for October 2024 for information.

Background

The Budget Overview consolidates information from the Statement of Revenues & Expenses report into categories that compare the revenue and expenses for each department of the Town. To see the detail for each department, refer to the Statement of Revenues & Expenses.

The Budget Overview provides the adopted budget figures and the actual month end totals for each department. The final column compares the figures between budget and actual expense.

As with the Statement of Revenues & Expenses, the budget figures have been updated from the 2024 Operating and Capital budgets approved by Council at the May 14, 2024 Regular Council Meeting. The capital budget figures have been split from the operating in those departments where capital items are in the budget.

The overview reflects the revenues and expenses to October 31, 2024.

Council members are encouraged to ask questions or seek clarification on any information presented.

Communications

N/A



Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

N/A

Attachments

1. Budget Overview - October 2024

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

OCTOBER, 2024		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2024 BUDGET Adopted May 14, 2024	2024	2024	REVENUE	2024	2024	REVENUE	DIFFERENCE BUDGET TO ACTUAL
	ACTUAL	ACTUAL	LESS	BUDGET	BUDGET	LESS	
	REVENUES	EXPENSES	EXPENSES	REVENUES	EXPENSES	EXPENSES	
GENERAL MUNICIPAL	-4,354,493			-4,489,119			-134,626
DRAW FROM RESERVES				0	0		
REQUISITIONS		672,841			839,780		166,939
DOUBTFUL ACCTS		5,943			2,500		-3,443
CONTINGENCY		0			0		0
			-3,675,709			-3,646,839	
COUNCIL	-1,680			0			1,680
COUNCIL		118,940			151,450		32,510
			117,260			151,450	
GENERAL ADMINISTRATION	-1,063,035			-1,045,200			17,835
ADMINISTRATION		741,315			978,944		237,629
CAPITAL -		0			5,000		5,000
			-321,720			-61,256	
TAX RECOVERY PROPERTY	0			0			0
TAX RECOVERY PROPERTY		146			0		-146
			146			0	
POLICE	-1,499			-5,700			-4,201
POLICE		142,343			142,350		7
			140,844			136,650	
SAFETY & RISK MANAGEMENT	0			0			0
SAFETY & RISK MNGMNT		2,435			6,250		3,815
			2,435			6,250	
FIRE	-311,703			-639,393			-327,691
FIRE		138,156			334,405		196,249
CAPITAL - OUTSIDE BURN		279,363			220,000		-59,363
CAPITAL - BUNKER GEAR		0			17,600		17,600
CAPITAL - PORTABLE RADIO		4,269			45,000		40,731
CAPITAL - SCBA PACKS		265,104			342,000		76,896
			375,189			319,612	
FIRE - ECETP	-7,946			-20,492			-12,546
FIRE - TRAINING		12,650			20,500		7,850
			4,704			8	
EMERGENCY SERVICES	0			0			0
EMERGENCY SERVICES		9,014			13,300		4,286
			9,014			13,300	
BY-LAW ENFORCEMENT	-21,430			-23,200			-1,770
BYLAW		63,019			60,540		-2,479
CAPITAL - FORD TAURUS		15,000					-15,000
			56,589			37,340	
DOG CONTROL	-4,645			-4,800			-155
ANIMAL CONTROL		12,657			13,100		443
			8,012			8,300	

OCTOBER, 2024		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2024 BUDGET Adopted May 14, 2024	2024	2024	REVENUE	2024	2024	REVENUE	DIFFERENCE BUDGET TO ACTUAL
	ACTUAL	ACTUAL	LESS	BUDGET	BUDGET	LESS	
	REVENUES	EXPENSES	EXPENSES	REVENUES	EXPENSES	EXPENSES	
PUBLIC WORKS	-9,970			-21,600			-11,630
PUBLIC WORKS		442,332			620,020		177,688
CAPITAL - LOADER		240,750			180,000		-60,750
CAPITAL - 1/2 TON TRUCK		56,156			60,000		3,844
			729,269			598,420	
STREETS & ROADS	-1,806,443			-7,393,587			-5,587,144
STREETS & ROADS		263,010			1,299,690		1,036,680
CAPITAL - DOWNTOWN		4,002,393			6,433,979		2,431,586
CAPITAL - PLOW TRUCK		0			267,000		267,000
CAPITAL - PALLISER/PIONEER		18,792			124,719		105,927
			2,477,752			731,801	
AIRPORT	-7,186			-36,390			-29,204
AIRPORT		22,441			32,830		10,389
CAPITAL - RUNWAY LIGHTS		18,051		0	20,000		1,949
			33,305			16,440	
WATER							0
TREATMENT	-834,663			-1,271,200			-436,537
TREATMENT		734,784			939,200		204,416
LINES & DISTRIBUTION	-2,439			0			2,439
LINES & DISTRIBUTION		167,722			315,800		148,078
			65,404			-16,200	
SANITARY SEWERS	-175,407			-270,100			-94,693
SEWERS		101,468			200,880		99,412
			-73,939			-69,220	
GARBAGE	-51,130			-74,300			-23,170
GARBAGE		64,152			75,700		11,548
			13,022			1,400	
REGIONAL WASTE SYSTEM	-235,929			-353,900			-117,971
ANNUAL CONTRACT		334,555			353,800		19,245
			98,626			-100	
F.C.S.S.	-98,517			-101,000			-2,483
ADMINISTRATION		30,759			35,921		5,162
PROGRAMS		105,508			140,100		34,592
YOUTH CLUB SUPPORT		16,157		-15,834	20,000		3,843
VAN OPERATIONS		3,888			5,160		1,272
			57,796			100,181	

OCTOBER, 2024		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2024 BUDGET Adopted May 14, 2024	2024	2024	REVENUE	2024	2024	REVENUE	DIFFERENCE
	ACTUAL	ACTUAL	LESS	BUDGET	BUDGET	LESS	
	REVENUES	EXPENSES	EXPENSES	REVENUES	EXPENSES	EXPENSES	BUDGET TO
							ACTUAL
CEMETERY	-9,047			-29,400			-20,353
CEMETERY		16,669			29,630		12,961
CAPITAL - COLUMBARIUM		11,381		0	11,381		1
			19,003			11,611	
MUNICIPAL PLANNING COMM	0			0			0
MPC		0			500		500
			0			500	
COMMERCIAL OFFICE BUILDING	0			0			0
OFFICE BUILDING		1,416			0		-1,416
			1,416			0	
TOURISM	0			0			0
TOURISM		22,737			30,800		8,063
			22,737			30,800	
BUSINESS & COMMUNICATION	-653			-5,000			-4,347
		86,209			176,050		89,841
			85,556			171,050	
VISITOR INFORMATION	0			0			0
BOOTH		12,369			20,160		7,791
			12,369			20,160	
SUBDIVISION	-62,772			0			62,772
SUBDIVISION		708			0		-708
			-62,063			0	
RECREATION	-69,896			-251,810			-181,914
CS BOARD		0			3,500		3,500
RECREATION		61,846			173,450		111,604
			-8,050			-74,860	
SWIMMING POOLS	-86,525			-97,200			-10,675
POOLS		271,393			258,150		-13,243
CAPITAL - JO POOL HEATER		0			15,000		15,000
			184,868			175,950	
ARENA	-61,406			-94,600			-33,194
ARENA		225,248			324,790		99,542
ICE PLANT		13,738			31,700		17,962
CAPITAL - REPLACE BENCHES		0			25,000		25,000
CAPITAL - INTERIOR PAINT		29,040			25,000		-4,040
			206,621			311,890	

OCTOBER, 2024		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2024 BUDGET Adopted May 14, 2024	2024 ACTUAL	2024 ACTUAL	REVENUE LESS	2024 BUDGET	2024 BUDGET	REVENUE LESS	DIFFERENCE BUDGET TO
	REVENUES	EXPENSES	EXPENSES	REVENUES	EXPENSES	EXPENSES	ACTUAL
PARKS SHOP	0			0			0
PARKS SHOP		17,162			20,170		3,008
			17,162			20,170	
CURLING RINK	-36,465			-70,700			-34,235
CURLING RINK		57,937			80,470		22,533
ICE PLANT		13,738			31,700		17,962
CAPITAL - WALL REPAIR					10,000		10,000
			35,210			51,470	
BALL DIAMONDS	-7,700			-4,300			3,400
BALL DIAMONDS		37,115			36,140		-975
			29,415			31,840	
GOLF COURSE	0			0			0
GOLF COURSE		3,508			3,680		172
			3,508			3,680	
FOX LAKE PARK	-100,299			-94,606			5,693
FLP		58,138			78,340		20,202
			-42,161			-16,266	
PARKS	-1,383			-100,000			-98,617
PARKS		284,620			306,680		22,060
CAPITAL - SKATEPARK		106,707			100,000		-6,707
CAPITAL - WATER TANK PUMP		8,563			9,000		437
			398,507			315,680	
SUMMER YOUTH PROGRAM	-8,625			-17,435			-8,810
		41,326			39,060		-2,266
			32,701			21,625	
SPRAY PARK	0			0			0
SPRAY PARK		11,558			11,020		-538
			11,558			11,020	
KING-HUNTER PIONEER PARK	-275			0			275
KING-HUNTER PIONEER PARK		27,494			33,050		5,556
			27,219			33,050	
SOCCER FIELDS	-2,500			-2,500			0
SOCCER FIELDS		8,358			12,500		4,142
			5,858			10,000	

OCTOBER, 2024		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2024 BUDGET Adopted May 14, 2024	2024	2024	REVENUE	2024	2024	REVENUE	DIFFERENCE BUDGET TO ACTUAL
	ACTUAL	ACTUAL	LESS	BUDGET	BUDGET	LESS	
	REVENUES	EXPENSES	EXPENSES	REVENUES	EXPENSES	EXPENSES	
MUSEUM	0			0			0
MUSEUM		14,533			16,800		2,267
			14,533			16,800	
LIBRARY	0			-10,000			-10,000
LIBRARY		110,666			118,880		8,214
CAPITAL - WATER DIV		0			10,000		10,000
			110,666			118,880	
CENTENNIAL PLACE	-75,032			-90,548			-15,516
CENTENNIAL PLACE		170,477			217,200		46,723
CAPITAL - SECURITY SYSTEM		7,579			12,000		4,421
			103,023			138,652	
COMMUNITY CENTRE	-27,788			-29,717			-1,929
CENTRE		123,158			86,448		-36,710
CAPITAL - TABLES/CHAIRS		9,779			24,000		14,221
			105,148			80,731	
LIONS HALL	-2,925			-3,038			-113
LIONS HALL		4,539			7,760		3,221
			1,614			4,722	
RESERVES	0			0			0
		0			0		0
			0			0	
TOTAL REVENUE	-9,541,406			-16,666,669			-7,125,263
TOTAL EXPENDITURES		10,975,821			16,707,528		5,731,707
TOTAL SURPLUS (DEFICIT)			1,434,415			40,859	

Date: November 12, 2024

Agenda Item No: 07.00

Committee Reports

Recommended Motion

That Council accepts the following Committee Report for information:

1. Non-Statutory Public Hearing Meeting Minutes of September 16, 2024
2. Municipal Planning Commission Meeting Minutes of October 1, 2024

Background

Committee Reports are usually in the form of minutes from the Committee meetings and provide Council with highlights and activities of the committee.

The Minutes may not have been approved by the Committee; however, they are presented for Council's review.

Council members are encouraged to ask questions or seek clarification on any information presented.

Communications

Highlights of the report may be communicated in the newsletter as well as on the Town website and through the Town Social Media Program.

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____



Policy and/or Legislative Implications

N/A

Attachments

1. Non-Statutory Public Hearing Meeting Minutes of September 16, 2024
2. Municipal Planning Commission Meeting Minutes of October 1, 2024

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

**TOWN OF HANNA
BYLAW 1035-2024 ANIMAL CONTROL
NON-STATUTORY PUBLIC HEARING
September 16, 2024**

Minutes of a Non-Statutory Public Hearing of the Council of the Town of Hanna held Monday September 16, 2024 at 6:30 p.m. in the Town of Hanna Council Chamber.

Councillors Present:

Mayor Danny Povaschuk
Fred Crowle.
Sandra Beaudoin
Sandra Murphy
Kyle Olsen
Vern Thuroo
Angie Warwick

Administration Present:

Matthew Norburn – Chief Administrative Officer
Laurie Armstrong – Director of Business & Communication
Tracy Raypold – Municipal Enforcement Officer

1.0 CALL TO ORDER

Mayor Danny Povaschuk called the Non Statutory Public Hearing to order at 6:37 p.m.

2.0 EXPLANATION OF THE RULES OF PROCEDURE

Mayor Povaschuk explained the rules of procedure for the Non-Statutory Public Hearing.

3.0 EXPLANATION OF THE PURPOSE OF THE NON-STATUTORY PUBLIC HEARING

Mayor Povaschuk informed the public that the proposed Animal Control Bylaw 1035-2024 is the purpose of this non-statutory public hearing.

4.0 APPLICANT PRESENTATION

Town of Hanna Municipal Enforcement Officer Tracy Raypold informed Council and the public that the draft Animal Control Bylaw is to update modern terminology and to align with provincial legislation. The existing bylaw does not allow fowl. A couple differences between the two bylaws which include but are not limited to:

- Dealing with excrement
- The addition of urban hen-keeping
- The term dog breeder has been changed to fancier

5.0 THOSE OPPOSED

The following residents spoke in opposition to Animal Control Bylaw 1035-2024.

- Bryan Niche
- Ernie Pedersen
- Diane Pedersen
- Linda Nelson
- David Mohl
- Margaret Moore

6.0 THOSE IN SUPPORT

There were no residents who spoke in support of Animal Control Bylaw 1035-2024.

7.0 CORRESPONDENCE

Laurie Armstrong, Director of Business and Communications advised that the responses from tonight, and any correspondence submitted and identified by the end of the day on September 22, 2024, and the survey results will all be included in the final report to Council at the October 8, 2024 Regular Council Meeting.

Town of Hanna
Animal Control Bylaw 1035-2024
Non-Statutory Public Hearing
September 16, 2024
Page 003:

8.0 APPLICANT - CLOSING REMARKS

Town of Hanna Municipal Enforcement Officer Tracy Raypold had no additional information to add to the Non-Statutory Public Hearing.

10.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the Non-Statutory Public Hearing at 6:57 p.m.

These minutes approved this 12th day of November 2024.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

TOWN OF HANNA
MUNICIPAL PLANNING COMMISSION MEETING
OCTOBER 1, 2024

Minutes of the Municipal Planning Commission Meeting held Tuesday, October 1, 2024 at 12:00 p.m. in the Town of Hanna Council Chambers.

Members Present:

Kyle Olsen
Sandra Beaudoin
Larry Stickel
Richard Preston

Members Absent:

Bill Paisley

Administration Present:

Matthew Norburn – Chief Administrative Officer
Winona Gutsche – Director of Corporate Services
David Mohl – Development Officer

1.0 CALL TO ORDER

Chairperson Kyle Olsen called the Municipal Planning Commission meeting to order at 12:02 p.m.

2.0 REVIEW & ADOPT AGENDA

Moved by Larry Stickel that the Agenda for October 1, 2024, be adopted as presented.

Motion Carried.

3.0 ADOPT MINUTES OF PREVIOUS MEETING

Moved by Richard Preston that the Minutes of the Municipal Planning Commission Meeting held August 1, 2024, be adopted as presented.

Motion Carried.

16-2024
Agenda

17-2024
Minutes

4.0 NEW BUSINESS

4.1 Municipal Planning Commission Member Appointment

18-2024
MPC Member
Appointment

Moved by Richard Preston that the Municipal Planning Commission appoints Mr. Jordie Duce to the Municipal Planning Commission and be appointed at the October 8, 2024 Organizational Meeting of Council for a term ending October 2027.

Motion Carried.

4.2 Development Permit – D33-24 Discretionary Use Accessory Building, Shipping Container & Discretionary Use Storage Yard

19-2024
Development
Permit D33-24

Moved by Sandra Beaudoin that the Commission approves Development Permit Application D33-24 for the installation of multiple Accessory Building, Shipping Containers & for the lot to be used as a Storage Yard as discretionary uses in the C2 – General Business District for the commercial property at 402 Railway Avenue West, legally described as Lot 1, Plan 4542FO, Tax Roll 92300 as presented, as the proposed development:

- conforms with multiple discretionary uses prescribed by the Land Use Bylaw for that land or building.
- would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment, or value of neighbouring properties.
- is compatible with existing developments or uses.

Motion Carried.

Next meeting will be set as required.

5.0 ADJOURNMENT

Chairman Kyle Olsen declared that all business being concluded, the Municipal Planning Commission is adjourned at 12:21 p.m.

Chairman Kyle Olsen

Secretary Matthew Norburn

Date: November 12, 2024

Agenda Item No: 08.00

Senior Administrative Officials Reports

Recommended Motion

That Council accepts the Senior Administrative Officials reports 8.01 - 8.03 as presented for information.

Background

Senior Administration prepare reports on the highlights and activities of their department since the last Council meeting for Council's information. Council members are encouraged to ask questions or seek clarification on any information presented.

If a written report is not submitted, members of Senior Administration attend Council meetings to provide a verbal report.

Communications

Highlights of the reports may be communicated in the newsletter as well as on the Town website and through the Town Social Media Program.

Financial Implications

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	

Policy and/or Legislative Implications

N/A



Attachments

1. Chief Administrative Officer
 - a. Community Services Facility Manager
 - b. Community Services Coordinator
2. Director of Business & Communication
3. Director of Public Works

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Town of Hanna – Council Report

Date: November 7, 2020

Prepared by: Matthew CAO

1. Downtown Compensation Program Update

- A total of 31 compensation letters were mailed to downtown businesses affected by the project.
- Of these, 2 businesses have declined compensation, and 9 have already received payments, totalling \$7,186.61.
- Reminder letters will be sent out to the remaining businesses next week.

2. Nickelback-Themed Monument Project

- Submitted an expression of interest to Tourism Alberta's Product Development Fund, which had a deadline of November 8, to support the development of the Nickelback-themed monument.
- This project aims to create a new tourism draw for the Town of Hanna, highlighting Nickelback's connection to the area.

3. APEX Utilities Meeting

- Attended a productive meeting with representatives from APEX Utilities to discuss potential collaborative projects.
- The discussion included ideas for future projects that could benefit both the Town and APEX. Including a potential land swap.

4. ABMunis Benefits Discussion

- Along with our Director of Finance, met with a representative from ABMunis to review their available health benefits options.
- They provided a comprehensive overview of their offerings, which will be forwarded to senior staff members for consideration and feedback.

5. Music in the Park – 2025 Planning

- Met with the organizer of Music in the Park to review the program and discuss its direction for the 2025 season.

- Gained valuable insights that will assist in planning and enhancing the event for next year.

6. Community Engagement with Unstoppable Conversations and Prairie Land School Division

- Held a meeting with a representative from Unstoppable Conversations, who is partnering with the Prairie Land School Division on a community engagement initiative.
- Their aim is to involve the Hanna community in designing a future that supports youth development, with a vision driven by local insights and participation.
- They are in the process of connecting with key community members for input on this initiative.

November 2024 COUNCIL REPORT

KEVIN OLSEN – COMMUNITY SERVICES FACILITIES MANAGER

Arena

Season started with no issues

Curling rink pump turned on Oct 11, curling starts Nov 4

2 non-local tournaments booked for end of November

Brackets for bleachers will be here for us to paint and prep. Soon as those are ready, we will coordinate time to have old bleachers removed and new ones installed with little to no disruption for public seating

Parks / Cemetery

Deer repellent applied to cemetery trees, has 2-month residual. Will reapply Dec/Jan

Final watering done and tree wraps placed on small caliper trees for protection

ISA Certified Master Arborist completed elm pruning and maintenance as per DED guidelines

2 trees to be pruned were found to have trunk rot and had to be removed

All remaining wood will be disposed of as per regulations (burnt or buried)

All procedures were confirmed after a conversation with STOPDED (Society to Prevent Dutch Elm Disease) after they had received complaints from a concerned citizen. The Director of STOPDED was very happy with all precautions taken to contain and prevent any potential issues with our elm trees

Centennial Place

New equipment installed in the fitness centre. Turned out to have a manufacturing issue and should be rectified by end of the month

Closing Fitness Centre week of Nov. 12-15 for painting and maintenance

Swimming Pool / Spray Park

Met with Seals re: new starting blocks

Parks Shop

Lions Hall

Other

MCCAC energy grant work in progress

Community Centre replacement tables have been ordered. I would like councils approval to have a sealed bid auction to sell the existing tables.

Community Services Coordinator Report – Michele Toews – November 12, 2024

Music in the Park

The 2024 season of Music in the Park was a success. Written evaluation from Volunteer Leader Gwen Snell is attached. Requesting permission to begin booking acts for next summer this December. Require confirmation from council on budget for this program for 2025.

Emergency Social Services (ESS)

Attended Crisis Communications course as part of the Regional Emergency Management group. Working to coordinate ESS specific training with Alberta Emergency Management Agency (AEMA) for all ESS leads within the region. Attending South Central Regional ESS meetings with our AEMA lead, as well as participating on the provincial ESSNA Board as a lead. The ESSNA group is currently working with AEMA to provide front line feedback on the proposed updated Alberta ESS Framework.

Skate with Santa

Save the date! Skate with Santa will be held at the Hanna arena on Sunday, December 15th from 1-3pm. Everyone welcome to join us for free skating with Santa, hot dogs and hot chocolate, and take home activity kits. Following skating the Hanna Youth Club will be hosting their Christmas Matinee Movie at the Community Centre, admission will be a food bank donation.

Turning Point

Council members had a chance to hear information from Turning Point on their Harm Reduction and Community Education programs through they Rural Outreach team. We are now working with them to schedule training opportunities for staff members.

2024 Music in the Park Evaluation

Volunteer Leadership: Gwen Snell

Volunteer Sound Technician: Will Warwick

Town Contacts: CAO Kim Neil

Community Services Programmer: Michele Toews

Pool Manager: Hailey Neilson

Sundays – 8 weeks starting July 2 to August 27 at 4:00 p.m. to 5:15 p.m.

Total Audience: 750 (within park)

Music in the Park coordination started earlier for the 2024 season. Once again this season, our artists were confirmed earlier in the year, as I gave a deadline of the end of March to have the contracts completed and returned to CAO Kim Neill for signatures. While I was still looking for some promotional materials after that date, we were much better prepared for advertising and the necessary administration work.

Allowing one person to conduct the negotiations we are able to ensure that the rates are reasonable and fair for all parties. I was also able to ensure consistency between contracts.

Having the contracts completed early allowed administration to process the payment cheques all together and simply keep the cheques in the vault for pick up weekly or when I was ready.

Initial needs for the season were determined early – for example if we needed the single or double tent. This avoided confusion for the staff each week as it was often different pool staff setting up and taking down. Checklists for those setting up and taking down ensured things ran much smoother this season.

As in our previous season, we determined early on that it is not practical to have a staff person on site for the duration. Staff came to assist with set up and take down, better utilizing their time. Staff were great about helping to put cold water out and clean up the water after the event if it was needed due to the hot weather.

Different for this season was that staff support was primarily pool staff with great leadership from our Pool Manager. I was invited to attend their pool staff meeting and orientation at the beginning of the season and provide all staff with an overview of the program and our combined roles. This was probably our best year for smooth communication and coordination for the program

Volunteer hours for this program averages as follows:

Sound technician – 50 hours
average of 4 hours per week and prep time for special requests

Coordinator/host – 125 hours or more...

Researching, contacting artists, follow up with contracts (confirming, signatures and ensuring that all proper copies are files), preparation for fee payments, pre-show contact, promotional information research and confirmation, hosting duties and preparation, doing press release materials/bios and weekly mc notes, site checks, communication with staff supports, etc.

Positives:

- Having the continuity of one contact person to select, recruit and finalize the contracts was a benefit as it avoided possible dates or fee conflicts. It also developed a good relationship for communication between the musicians and myself, as the town volunteer representative.
- Confirming with signed contracts by March 31 allowed for earlier promotion.
- Developing and maintaining a clear checklist for pool staff was a positive and resulted in less confusion.
- Obtaining the promotional materials early was easier to have available for advertising and promotion.
- Staff assisting with the tent set up and set up with sound equipment/tables was appreciated and ran smoothly this season.
- Hosting this year for our musicians I found several that did not want anything other than water. I provided a nice gift basket of local preserves (from Karin Miller) and these were very well received.
- Opportunity for the audience to provide a “gratuity” in appreciation to the musicians were very positive for all concerned. All musicians were very touched by this additional support. I like it because it shows people are willing to provide extra and see the value (ownership)
- Clarification of tent location avoided the need to relocate after it is set up.

Room for Improvement:

- Suggest that I be authorized to start recruiting and booking our 2025 season by early December.
- Even Early listing - Early booking allows us to have the promotional materials ready to have our full series promoted earlier in a passive manner – such as website listing.
- There is an opportunity for ice cream sales or something similar. This would be a private endeavor... but could add to the event atmosphere. I believe it would need to be promoted that the service was going to be available in order to have enough interest to make it viable.

Report to Council

Date: November 12, 2024

Submitted by: Laurie Armstrong, Director of Business & Communication

- Performed computer maintenance, software updates, troubleshooting and assisting staff.
- Update to Wi-Fi and free hotspot at Town of Hanna facilities.
- Prep for marketing Town programs and events included but isn't limited to:
 - Assist with marketing for Local Loop.
 - Media releases on behalf of Sgt. Rob Welsman.
 - Fire Prevention Week
 - Worked closely with Harvest Sky Animal Rescue on a volunteer recruitment series.
 - Completed marketing brochures for Arena and Centennial Place as requested by Community Services Department. These are available in the facilities and are requested by visitors when they attend. We can easily print more when needed.
 - Received information and promotional videos from the Hanna and District Chamber of Commerce summarizing the annual Business Awards including nominees and recipients. The videos have been uploaded to our YouTube channel for viewing as well.
 - Worked with Palliser Economic Partnership to update our community profile information for their website and marketing tools.
- With assistance from CAO Norburn, I used the Senior Administrative Officials reports from the Oct 2024 Council meeting to experiment with AI and create an 8-minute podcast. The Podcast can be found from our YouTube channel. It has had 266 views in the 26 days since it was released. Subsequently, CBC radio reached out and conducted an interview about the Town of Hanna leading, with the use of AI in municipal government.
- I have been collecting quotes and preparing for budget 2025.
- As Council is aware, I have been making small adjustments to the meeting camera system each meeting for a few months now with the hope that it will improve the sound to the viewer. I believe that I have discovered the solution. If Council has time to listen to the October 8, 2024 Regular Council Meeting, I believe they will find it much easier to hear and understand the voices at the table. I will wait for Council's feedback before I proceed with ordering the updated system.

COUNCIL REPORT

DATE: Nov 12th, 2024

PRESENTED BY: Brent Olesen, Director of Public Works

- Since the Oct 8th, 2024, Council meeting, the public works department has been busy with the following items:
 - Water & Sewer
 - We turned water off at the UFA RV dump for the winter.
 - We installed a new water and sewer service for new build on 4th Ave west.
 - We repaired a water main break on the 200-block 4th Ave West.
 - We repaired a sewer blockage on the Roundhouse service close to the main.
 - We are down to hauling Special Areas and the Airport once every three weeks for the winter.
 - Road Maintenance
 - The new plow truck is being built; we are hoping to see it the second week of December.
 - We have started sweeping to try and remove the leaves from the gutters to help in the spring.
 - We added cold mix to some wider cracks on Fox Lake Trail. They seem rough right now but they will wear down just like the road by Tim Hortons.
 - We would like business owners not to use salt on the new sidewalks, but we don't really have an alternative so we're trying to find what other communities are using.
 - Meetings
 - I am attending the Monday morning Director's meetings.
 - Mathew and I did the final walk through with MPE and Brooks Asphalt on Oct 24th.
 - Airport
 - We have been doing routine maintenance at the airport.
 - Cemetery
 - We opened and closed for one casket burial this month.
 - Other
 - Fall cleanup was completed.
 - The crew has added the Christmas light brackets to the new poles on Main Street.

Date: November 12, 2024

Agenda Item No: 9.01

Commemorative Bench Program

Policy 2024-02

Recommended Motion

That Council approves Policy 2024-02 - Commemorative Bench Program, a policy for acceptance of donations to install commemorative benches in Town of Hanna facilities. Policy 2024-02 will replace Policy 2016-02.

Background

At the December 9, 2014 Council Meeting, the Commemorative Bench Program Policy 2014-05 was approved by Council. At the May 10, 2016, Council meeting, Council approved the updated Commemorative Bench Program Policy 2016-02 with a more comprehensive policy for acceptance of donations to install commemorative benches in the Town of Hanna facilities.

In 2024 the cost to purchase commemorative benches has increased and the style is limited. Administration has made changes to the policy to accommodate both.

Communications

N/A

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____



Policy and/or Legislative Implications

N/A

Attachments

1. Policy 2024-02 – Commemorative Bench Program
2. Policy 2016-02 – Commemorative Bench Program
3. Policy 2014-05 – Commemorative Bench Program

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Title:	Commemorative Bench Program	Policy No:	2024-02
		Supersedes:	2016-02
Authority:	Council	Approval Date:	November 12, 2024
		Effective Date:	November 12, 2024

PURPOSE

To provide a standard policy for acceptance of donations to install commemorative benches in Town of Hanna facilities.

POLICY STATEMENT

The Commemorative Bench Program is established by the Town of Hanna to allow benches to be purchased at the request of individuals interested in donating a bench that can be placed within our parks, cemetery and green spaces or along the walking trails. These benches may recognize the life of a loved one, celebrate an event or recognize a business in the community.

RESPONSIBILITIES

Town of Hanna Administrative Services is responsible to ensure the accuracy and currency of this policy with respect to the above.

STANDARDS & PROCEDURES

The Town of Hanna provides commercial quality equipment within our parks and green space areas as they are public spaces. Each bench will be secured on a concrete pad to prevent them from being moved once they are placed. The benches are high quality powder-coated metal frames with plastisol covering on the seating area.

The donation required to purchase either style of bench is \$2,300.00, which includes the cost of the bench, freight and installation. The engraving on the plaque is the responsibility of the donor.



Title:	Commemorative Bench Program	Policy No:	2024-02
		Supersedes:	2016-02
Authority:	Council	Approval Date:	November 12, 2024
		Effective Date:	November 12, 2024

The Town will provide maintenance and repairs to the bench for a minimum of 15 years, however after that point the bench may need to be removed from service. The bench has a 5-year manufacturer’s warranty and is commercial grade so it is expected that the lifespan of the bench will exceed 15 years. Once removed from service, the Town will not be responsible to replace the commemorative bench.

The Town of Hanna will accept funds donated for the purchase of commemorative benches in one style and six colors. To maintain symmetry within each type of facility, the location of the bench will determine the color permitted.

The style is as follows:

**Courtyard Style
With Perforated Pattern**



Each Bench is 6 feet in length and includes a 4" x 6" brushed stainless steel memorial plaque in the center of the back rest. This style is available in Black, Blue, Red, Green, Purple or Yellow. Selected colour and location combinations are subject to the approval of the Community Services Facilities Manager, and alternative locations or colours may be suggested.

The colour permitted within each type of facility is as follows, where specified:

- East Goose Monument
- West Goose Monument
- Fox Lake Park
- Hanna Cemetery
 - Black or Green Options
- Hanna Visitor Information Centre
- Hector King-Hunter Pioneer Park
- Kinsmen (Turtle) Park
- Memorial Park
 - Black Colour Only
- RCMP Park
- Triplex Ball Diamonds & Soccer Fields
- Walking Trails (Fox Lake & Palliser Trails)
- Winkler Park

Commemorative Bench Order Form

Town of Hanna Policy 2024-02 provides a standard policy for acceptance of donations to install commemorative benches in Town of Hanna facilities.

The policy allows benches to be purchased at the request of individuals interested in donating a bench that can be placed within our parks, cemetery and green spaces or along the walking trails. The benches include a 4" x 6" brushed stainless steel memorial plaque in the center of the back rest which may be engraved to recognize the life of a loved one or celebrate an event in the community.

Donor(s): _____

Mailing Address: _____

Phone: _____

E-Mail: _____

Preferred Location and Colour:

East Goose Monument

West Goose Monument

Fox Lake Park

Hanna Cemetery

Black

Green

Hanna Visitor Information
Centre

Hector King-Hunter Pioneer
Park

Kinsmen (Turtle) Park

Memorial Park (Black Only)

RCMP Park

Triplex Ball Diamonds &
Soccer Fields

Winkler Park

Walking Trails:

Fox Lake Trail

Palliser Trail

Preferred Colour Option(s): _____



Title:	Commemorative Bench Program	Policy No:	2024-02
		Supersedes:	2016-02
Authority:	Council	Approval Date:	November 12, 2024
		Effective Date:	November 12, 2024

Other Comments:

I HEREBY AGREE THAT MY DONATION OF \$2,300.00 WILL PROVIDE A COMMEMORATIVE BENCH FOR THE TOWN OF HANNA.

I UNDERSTAND THAT THE TOWN OF HANNA WILL ORDER, INSTALL, MAINTAIN AND REPAIR THE BENCH FOR A MINIMUM OF 15 YEARS AND THAT THE TOWN OF HANNA MAY REMOVE THE BENCH FROM SERVICE AFTER THAT TIME. THE TOWN OF HANNA WILL NOT BE RESPONSIBLE TO REPLACE THE COMMEMORATIVE BENCH ONCE REMOVED. ORDERING OF BENCH WILL OCCUR FOLLOWING APPROVAL OF COMMUNITY SERVICES FACILITIES MANAGER AND DONOR(S).

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO HAVE THE PLAQUE FOR THE BENCH ENGRAVED AND RETURNED TO THE TOWN FOR PLACEMENT ON THE BENCH.

DONOR

SIGNATURE: _____ DATE: _____

NAME (please print): _____

STAFF

SIGNATURE: _____ DATE: _____

NAME (please print): _____



Title: **Commemorative Bench Program** Policy: 2016-02
Supercedes: 2014-05

Authority: **Council** Approval Date: **May 10, 2016**
Effective Date: **May 10, 2016**

PURPOSE

To provide a standard policy for acceptance of donations to install commemorative benches in Town of Hanna facilities.

POLICY STATEMENT

The Commemorative Bench Program is established by the Town of Hanna to allow benches to be purchased at the request of individuals interested in donating a bench that can be placed within our parks, cemetery and green spaces or along the walking trails. These benches may recognize the life of a loved one, celebrate an event or recognize a business in the community.

RESPONSIBILITIES

Town of Hanna Administrative Services is responsible to ensure the accuracy and currency of this policy with respect to the above.

STANDARDS & PROCEDURES

The Town of Hanna provides commercial quality equipment within our parks and green space areas as they are public spaces.

Each bench will be secured on a concrete pad to prevent them from being moved once they are placed. The benches are high quality powder-coated metal frames with plastisol covering on the seating area.

The donation required to purchase either style of bench is \$1,500.00, which includes the cost of the bench, freight and installation. The engraving on the plaque is the responsibility of the donor.

The Town will provide maintenance and repairs to the bench for a minimum of 15 years, however after that point the bench may need to be removed from service. The bench has a 5 year manufacturer's warranty and is commercial grade so it is the expectation that the lifespan of the bench will exceed 15 years. Once removed from service, the Town will not be responsible to replace the commemorative bench.

The Town of Hanna will accept funds donated for the purchase of commemorative benches in three styles and three colors. In an effort to maintain symmetry within each type of facility, the location of the bench will determine the style and color permitted.



Title: **Commemorative Bench Program** Policy: 2016-02
Supercedes: 2014-05

Authority: **Council** Approval Date: **May 10, 2016**
Effective Date: **May 10, 2016**

The styles are as follows:

Courtyard Style
With Rib Pattern



Estate Style
With Perforated Pattern



Designer Style
With Rib Pattern



Each Bench is 6 feet in length and includes a 4" x 6" brushed stainless steel memorial plaque in the center of the back rest. Each style is available in Dark Green, Deep Brown or Black.



Title: **Commemorative Bench Program** Policy: 2016-02
Supercedes: 2014-05

Authority: **Council** Approval Date: **May 10, 2016**
Effective Date: **May 10, 2016**

The style and colour permitted within each type of facility is as follows:

Courtyard Style Bench in Dark Green
Memorial Park
Kinsmen (Turtle) Park

Courtyard Style Bench in Black
OR Designer Style Bench in Dark Green
RCMP Park

Courtyard Style Bench in Dark Green
OR Designer Style Bench in Dark Green
Winkler Park
Fox Lake Park
Triplex Facility
Museum Ball Diamonds
East Canada Goose Monument
West Canada Goose Monument

Estate Style Bench in Deep Brown
Hanna Cemetery

Estate Style Bench in Dark Green
Hanna Visitor Information Center

Estate Style Bench in Black OR
Designer Style Bench in Dark Green
Hector King-Hunter Pioneer Park

Designer Style Bench in Dark Green
Walking Trails



Title: **Commemorative Bench Program** Policy: 2016-02
Supercedes: 2014-05

Authority: **Council** Approval Date: **May 10, 2016**
Effective Date: **May 10, 2016**

Commemorative Bench Order Form

Town of Hanna Policy 2016-02 provides a standard policy for acceptance of donations to install commemorative benches in Town of Hanna facilities.

The policy allows benches to be purchased at the request of individuals interested in donating a bench that can be placed within our parks, cemetery and green spaces or along the walking trails. The benches include a 4" x 6" brushed stainless steel memorial plaque in the center of the back rest which may be engraved to recognize the life of a loved one or celebrate an event in the community.

DONOR: _____ RECEIPT # _____

MAILING ADDRESS: _____

TEL. #: _____ E-MAIL: _____

Preferred Location, Style and Color:

_____ Memorial Park	_____ Courtyard Bench – Dark Green
_____ Kinsmen (Turtle) Park	_____ Courtyard Bench – Dark Green
_____ RCMP Park	_____ Courtyard Bench - Black _____ Designer Bench – Dark Green
_____ Winkler Park	_____ Courtyard Bench – Dark Green _____ Designer Bench – Dark Green
_____ Fox Lake Park	_____ Courtyard Bench – Dark Green _____ Designer – Dark Green
_____ Triplex Facility	_____ Courtyard Bench – Dark Green _____ Designer Bench – Dark Green
_____ Museum Ball Diamonds	_____ Courtyard Bench – Dark Green _____ Designer Bench – Dark Green
_____ East Canada Goose Monument	_____ Courtyard Bench – Dark Green _____ Designer Bench – Dark Green

**TOWN OF HANNA
GENERAL POLICY**



Title: **Commemorative Bench Program** Policy: 2016-02
Supercedes: 2014-05

Authority: **Council** Approval Date: **May 10, 2016**
Effective Date: **May 10, 2016**

_____ West Canada Goose Monument	_____ Courtyard Bench – Dark Green
	_____ Designer Bench – Dark Green
_____ Hanna Cemetery	_____ Estate Bench – Deep Brown
_____ Hanna Visitor Information Centre	_____ Estate Bench – Dark Green
_____ Hector King Hunter Pioneer Park	_____ Estate Bench – Black
	_____ Designer Bench – Dark Green
_____ Walking Trail	_____ Designer Bench – Dark Green

Other Comments _____

I HEREBY AGREE THAT MY DONATION OF \$1,500.00 WILL PROVIDE A COMMEMORATIVE BENCH FOR THE TOWN OF HANNA.

I UNDERSTAND THAT THE TOWN OF HANNA WILL ORDER, INSTALL, MAINTAIN AND REPAIR THE BENCH FOR A MINIMUM OF 15 YEARS AND THAT THE TOWN OF HANNA MAY REMOVE THE BENCH FROM SERVICE AFTER THAT TIME. THE TOWN OF HANNA WILL NOT BE RESPONSIBLE TO REPLACE THE COMMEMORATIVE BENCH ONCE REMOVED.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO HAVE THE PLAQUE FOR THE BENCH ENGRAVED AND RETURNED TO THE TOWN FOR PLACEMENT ON THE BENCH.

SIGNATURE: _____ DATE: _____

NAME (please print): _____

STAFF SIGNATURE: _____ DATE: _____

NAME (please print): _____



Title: **Commemorative Bench Program** Policy: 2014-05
Supercedes:
Authority: **Council** Approval Date: **December 9, 2014**
Effective Date: **December 9, 2014**

PURPOSE

To provide a standard policy for acceptance of donations to install commemorative benches in Town of Hanna facilities.

POLICY STATEMENT

The Commemorative Bench Program is established by the Town of Hanna to allow benches to be purchased at the request of individuals interested in donating a bench that can be placed within our parks, cemetery and green spaces or along the walking trails. These benches may recognize the life of a loved one or celebrate an event in the community.

RESPONSIBILITIES

Town of Hanna Administrative Services is responsible to ensure the accuracy and currency of this policy with respect to the above.

STANDARDS & PROCEDURES

The Town of Hanna provides commercial quality equipment within our parks and green space areas as they are public spaces.

The Town of Hanna will accept funds donated for the purchase of commemorative benches, as follows:



Title: **Commemorative Bench Program** Policy: 2014-05
Supercedes:

Authority: **Council** Approval Date: **December 9, 2014**
Effective Date: **December 9, 2014**

The benches are available in two styles and three choices of color – deep brown, dark green or black.



Courtyard Style with Rib Pattern



Estate Style with Perforated Pattern

Each bench would be secured on a concrete pad to prevent them from being moved once they are placed. They are high quality powder-coated metal frames with plastisol covering on the seating area. Both styles are 6' in length with arms on each end of the bench and include a 4" x 6" brushed stainless memorial plaque in the center of the back rest.

The donation required to purchase either style of bench is \$1,500.00, which would include the cost of the bench, freight and installation. The engraving on the plaque would be the responsibility of the donor.

The Town will provide maintenance and repairs to the bench for a minimum of 15 years, however after that point the bench may need to be removed from service. The bench has a 5 year manufacturer's warranty and is commercial grade so it is the expectation that the lifespan of the bench will exceed 15 years. Once removed from service, the Town will not be responsible to replace the commemorative bench.

Date: November 12, 2024

Agenda Item No: 9.02

2025-2027 Budget Meeting Dates

Recommended Motion

That Special Council Meetings be scheduled for the purpose of reviewing the 2025-2027 Operating and Capital Budgets for the Town of Hanna as follows:

- The week of November 25th
- The week of December 2nd and if necessary
- A second date in the week of December 2nd

Background

Administration is targeting the December 10th, 2024, Regular Council Meeting as the date to approve the 2025 - 2027 Operating and 2025 - 2029 Capital Budget.

Administration anticipates that a minimum of two and possibly three meetings will be required to complete the budget process to meet the target date for approval. The three suggested dates above are being brought forward for discussion.

As a result of the changes to the Municipal Government Act in 2020 Councils must approve a three-year Financial Plan (Operating Budget 2025 - 2027) and a five-year Capital Plan (Capital Budget 2025 - 2029). The Financial Plans are to be reviewed annually and amended as required.

Because the budget will be approved prior to receipt of assessment changes, requisitions and grant allocations, the budget will be brought back to Council in the spring of 2025 for review and possible amendments prior to approving the Tax Rate Bylaw.

Communications

The Council meeting dates will be advertised in the newspaper and Town's social media programs.



Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

1. Municipal Government Act – Section 242-249

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Date: November 12, 2024

Agenda Item No: 9.03

4-Way Stop Installation at 2nd Avenue and 2nd Street West

Recommended Motion

That Council approve the recommendation to **not** implement a new 4-Way stop at the intersection of 2nd Avenue and 2nd Street West.

Background

During the October 30, 2024, discussion meeting, the Council reviewed and considered feedback regarding a resident request to install a 4-Way stop at the intersection of 2nd Avenue and 2nd Street West. The request was motivated by concerns over pedestrian safety, traffic speed, and supporting downtown revitalization goals.

At the meeting, the Council discussed the impact of an additional 4-Way stop on downtown traffic flow and pedestrian safety. It was noted that, while the goal of creating a pedestrian-friendly downtown aligns with the Council's objectives, there was no clear evidence that adding a stop at this location would significantly improve safety. The council also acknowledged that drivers have adapted to existing traffic control measures and alternate routes available during recent construction.

Ultimately, the consensus among Council members was that current traffic control measures are sufficient to manage both traffic speed and pedestrian safety and that an additional 4-Way stop may disrupt the efficient flow of traffic in the downtown area. Based on this discussion, the Council expressed a preference not to proceed with the installation of the new 4-Way stop.

Communications

The council considered feedback from residents expressing concerns about downtown traffic safety and reviewed these perspectives in the October 30, 2024, discussion meeting.



Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

Attachments

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Date: November 12, 2024

Agenda Item No: 9.04

Approval of Data Sharing Agreement with Elections Alberta to Access Provincial Register of Electors Data

Recommended Motion

That Council approves the Data Sharing Agreement with Elections Alberta for accessing the Provincial Register of Electors Data in accordance with the requirements of Bill 20, the Municipal Affairs Statutes Amendment Act.

Background

Bill 20, the *Municipal Affairs Statutes Amendment Act*, amends the *Local Authorities Election Act*, mandating municipalities to maintain a permanent electors register of eligible residents. This permanent register must be updated using the latest provincial register data from Elections Alberta. In compliance with Bill 20, Hanna is required to:

1. **Receive Electors Data** from Elections Alberta to compile and update our Permanent Electors Register.
2. **Share Local Electors Data** with Elections Alberta to keep the Provincial Register accurate.

The Data Sharing Agreement formalizes this information exchange, as required by law, and is in place across all Alberta municipalities. Due to time constraints, the agreement cannot be modified by individual municipalities.

Key Terms of the Agreement:

- **Data Security and Access:** Hanna must implement and maintain strict protocols to ensure the security of both electronic and physical elector data, in line with Elections Alberta's *Guidelines for Access and Security of Electors Data*.
- **Data Transmission:** Only password-protected, secure electronic channels (as defined in the agreement) will be used for data exchange.
- **Accountability and Reporting:** Hanna must notify Elections Alberta of any unauthorized access or loss of data and assist in any investigations or audits conducted by Elections Alberta.

Deadline: The signed agreement must be returned to Elections Alberta before the end of the current calendar year.

Implications:



- **Legal Compliance:** Approval is essential for compliance with the *Local Authorities Election Act*.
- **Operational Considerations:** The Town will need to designate responsible personnel to handle data securely and oversee compliance with data-sharing protocols.
- **Financial Impact:** Minimal; costs of data handling and transmission are to be borne by each party.

Communications

N/A

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

Attachments

- Data Sharing Agreement

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

DATA SHARING AGREEMENT

Between

(hereinafter referred to as “the Municipality”)

And

**THE OFFICE OF THE CHIEF ELECTORAL OFFICER OF ALBERTA
(hereinafter referred to as “Elections Alberta”)**

Each a “Party” and together, the “Parties”

WHEREAS pursuant to the *Election Act*, R.S.A. 2000, c E-1 (“*Election Act*”), Elections Alberta must maintain the Provincial Register of Electors;

AND WHEREAS pursuant to the *Local Authorities Election Act*, R.S.A 2000, c L-21 (“*Local Authorities Election Act*”), the Municipality must

- A. enter into an agreement with the Chief Electoral Officer to receive information to assist in the compilation or revision of the Municipality’s Permanent Electors Register;
- B. enter into an agreement with the Chief Electoral Officer to provide information to the Chief Electoral Officer to assist in the preparation or revision of information required for the compilation or revision of the Provincial Register of Electors; and
- C. prepare a Permanent Electors Register using primarily information received from the Chief Electoral Officer;

AND WHEREAS the purpose of this Agreement is to facilitate the exchange of Electors Data between the Municipality and Elections Alberta, which exchange of Electors Data is necessary for the Municipality and Elections Alberta to fulfill their respective legislative requirements;

AND WHEREAS the Municipality and Elections Alberta understand and agree that the information they receive under this Agreement may only be used for the purposes of revising or compiling the Municipality’s Permanent Electors Register or revising the Provincial Register of Electors;

NOW THEREFORE the Parties agree as follows:

DEFINITIONS

1. In this Agreement, the following words and expressions have the meaning assigned to them in this section:
 - a. **“Electoral”** means for the purpose of an election, a by-election, a referendum or other activities prescribed under Electoral Legislation including activities related to preparation for the aforementioned events;
 - b. **“Electors Data”** means data related to individuals residing within the Municipality’s official boundaries extracted from either the Provincial Register of Electors or the Municipality’s Permanent Electors Register as the context requires, but does not include Physical Address Data;
 - c. **“Electoral Legislation”** means the *Election Act*, the *Local Authorities Election Act*, and any other provincial legislation under which the Provincial Register of Electors or Municipality’s Permanent Electors Register can be used, as amended from time to time, and any regulations made under these pieces of legislation;
 - d. **“Municipality’s Permanent Electors Register”** means the register containing information about individuals ordinarily resident in the Municipality who are electors or will be electors, as set out in the *Local Authorities Election Act*;
 - e. **“Municipal Election”** means an election or by-elections held in the Municipality during the term of this Agreement pursuant to the *Local Authorities Election Act* and referendums held during the term of this Agreement;
 - f. **“Provincial Register of Electors”** means the register containing information about persons ordinarily resident in Alberta who are electors or will be eligible to be electors, as set out in the *Election Act*;
 - g. **“Physical Address Data”** means a list of every residential address in a Municipality that designates the location of a building or parcel of land, and includes Spatial Data;
 - h. **“Spatial Data”** means imbedded information that allows for the Physical Address Data to be plotted on the surface of the earth, typically represented as coordinates (ex. Latitude and Longitude) and readable by geographic information system (GIS) software;
 - i. **“Municipal Election Date”** means the election day as defined in the *Local Authorities Election Act*; and
 - j. **“Secure Service”** means a password protected electronic data transfer technology.

RESTRICTIONS ON USE OF ELECTORS DATA

2. Each Party that receives Electors Data will:

- a) hold the Electors Data in confidence;
 - b) exercise reasonable care over the Electors Data;
 - c) store the Electors Data in a secure location;
 - d) restrict access and disclosure of the Electors Data to those persons with a need to know, and not disclose the Electors Data to any other person; and
 - e) use the Electors Data only for the purpose of revising or compiling the Municipality's Permanent Electors Register or the Provincial Register of Electors, as the case may be.
3. The Municipality must ensure it has appropriate procedures and processes in place to preserve the security and confidentiality of the Electors Data, including but not limited to procedures consistent with the guidelines set out in the "Guidelines for Access and Security of Electors Data" document provided with this agreement.
 4. Once a Party has updated, changed, manipulated, or integrated the Electors Data they receive from the other Party, the updated, changed, manipulated or integrated data is no longer Electors Data and not subject to this Agreement. For clarity, the receiving Party may still have legal obligations with respect to the use and protection of the new data outside the scope of this Agreement.
 5. This Agreement is not intended to modify either Parties' legislative obligations regarding the Provincial Register of Electors or the Municipality's Permanent Electors Register, respectively.

REQUIREMENTS OF DATA TO BE PROVIDED TO ELECTIONS ALBERTA

Physical Address Data

6. The Municipality must provide Elections Alberta a complete dataset of Physical Address Data:
 - a) that is current within 12 months of the Municipal Election Date; and
 - b) by no earlier than 12 months prior to the Municipal Election Date and no later than March 1 in the year of a Municipal Election.
7. If the Municipality utilizes a third-party to manage their Physical Address Data, the Municipality may authorize the third-party to provide the Physical Address Data directly to Elections Alberta on their behalf using Schedule "D".
8. The Municipality must provide Elections Alberta Physical Address Data in accordance with the requirements set out in Schedule "C".

Electors Data

9. Following a Municipal Election, the Municipality must:

- a) update the Municipality's Permanent Electors Register based on information received in the course of the Municipal Election; and
 - b) based on the updated Municipality's Permanent Electors Register transmit the Electors Data to Elections Alberta:
 - i) by March 1 of the year following the Municipal Election; and
 - ii) in the form set out in Schedule "B";unless otherwise agreed to by Elections Alberta in writing.
10. The Municipality shall not destroy any election records required for the update of the Municipality's Permanent Electors Register prior to transmitting the Electors Data to Elections Alberta.

REQUIREMENTS OF DATA TO BE PROVIDED TO THE MUNICIPALITY

11. Elections Alberta will make reasonable efforts to provide the Municipality with Electors Data on the later of:
- a) receipt of an executed copy of this Agreement; or
 - b) five months before the Municipal Election Date.
12. Elections Alberta, at its sole discretion, may provide the Municipality with access to updated Electors Data following the date set out in section 11.
13. Elections Alberta will provide the Municipality with Electors Data in the form set out in Schedule "B".

TRANSMISSION OF ELECTORS DATA

14. The Parties agree that the transmission of Electors Data will only occur via Secure Service.
15. If, due to technical failure of the Secure Service, the Parties are unable to use the Secure Service, the transfer of information will be postponed until the Secure Service is re-established or an alternative Secure Service is identified.

RECEIPT, ACCESS, AND USE OF ELECTORS DATA

16. Elections Alberta will provide login credentials for the Secure Service to two people from the Municipality:
- a) the Municipality's designated Returning Officer; and
 - b) one alternate person designated by the Municipality.
17. To designate an alternate person, the Municipality must provide Elections Alberta with that person's name, title, work address, telephone number, and email address, in the form set out in Schedule "A".

18. The Municipality may change the alternate person by notifying Elections Alberta in writing and provide an updated Schedule "A". Upon receipt of an updated Schedule "A", Elections Alberta will make required changes to the Municipality's access to the Secure Service within a reasonable timeframe.

LOSS AND UNAUTHORIZED ACCESS OF ELECTORS DATA

19. If the Municipality becomes aware of an unauthorized access or loss of Electors Data, the Municipality must:
 - a) notify Elections Alberta immediately and provide:
 - i) the date, time, and place of the unauthorized access or loss;
 - ii) details of what Electors Data has been accessed or lost;
 - iii) details of the circumstances leading up to the unauthorized access or loss; and
 - iv) details of the actions taken by the Municipality to address the unauthorized access or loss;
 - b) take all reasonable actions to address the unauthorized access and retrieve the Electors Data;
 - c) take any action that Elections Alberta directs, including notifying local law enforcement.

RIGHTS OF AUDIT

20. The Municipality agrees that:
 - a) Elections Alberta may investigate any complaint which it receives concerning the use, disclosure, handling, storage or destruction of the Electors Data. Elections Alberta may require the Municipality to assist in such an investigation by providing such information as may reasonably be required in order to answer such complaint.
 - b) For the purpose of confirming compliance with the terms of this Agreement, Elections Alberta may appoint an independent auditor to review the policies, procedures, practices and processes that the Municipality has in place in respect of the use, disclosure, handling, storage and destruction of the Electors Data. The Municipality will provide such assistance and access to records as the auditor may reasonably require to carry out such an audit.
 - c) When conducting an audit pursuant to section 20.b), the independent auditor will:

- i) sign any such agreement the Municipality may reasonably require to protect the privacy and confidentiality of information that the auditor has access to during the course of an audit;
- ii) conduct the audit during the regular business hours;
- iii) avoid the period of time between the close of nominations until after the Municipality has issued the results of the official count; and
- iv) provide five business days' notice to the Municipality that such an audit will be performed.

RIGHT OF SUSPENSION OF DATA ACCESS

21. Elections Alberta may immediately suspend the Municipality's access to Electors Data if there is reasonable belief of improper use, access, disclosure, handling, storage, or destruction of the Electors Data or any non-compliance to this Agreement. Access will remain suspended until the Municipality demonstrates compliance with this Agreement to Elections Alberta's satisfaction.

TERM AND TERMINATION

22. This Agreement comes into effect on the date that it is signed by the Parties.
23. The term of this Agreement ends on March 2, 2026.
24. This Agreement may be terminated before March 2, 2026 upon both:
- a) an amendment to the *Local Authorities Election Act* that removes the requirement for the Municipality to receive information from Elections Alberta; and
 - b) either Party providing written notice of termination to the other Party.
25. This Agreement may be extended for up to 12 weeks by Elections Alberta at the written request of the Municipality to accommodate a municipal by-election. A Municipality must request the extension prior to the termination of this Agreement.

SURVIVAL

26. Any provisions in this Agreement which, expressly or by their nature, extend beyond the termination of this Agreement, shall survive any termination of this Agreement. This includes, but is not necessarily limited to provisions restricting the use of, and maintaining confidentiality over, Electors Data, and the obligations of the Parties under section 49 of the *Local Authorities Election Act*.
27. The termination of this Agreement does not relieve the Municipality from its obligation to provide Elections Alberta with updated Electors Data following a Municipal Election.

COSTS

28. Each Party shall bear their own cost of producing and transmitting the Physical Address Data and Electors Data to the other Party. The cost of any processing required by the receiving Party to utilize the Physical Address Data and Electors Data shall be borne by the receiving Party.

MISCELLANEOUS PROVISIONS

29. The Parties do not make any warranty, express or implied, with respect to the accuracy or completeness of the Physical Address Data or Electors Data they transmit to the other Party. Neither Party will be liable to the other Party for any damage resulting from the transmission or use of incomplete or inaccurate Physical Address Data or Electors Data.
30. Despite section 29, the Parties shall make best effort to ensure that:
- a) The Physical Address Data transmitted by the Municipality to Elections Alberta is current and contains Spatial Data;
 - b) The Electors Data transmitted by Elections Alberta is a true copy of the data recorded in the Provincial Register of Electors; and
 - c) The Electors Data transmitted by the Municipality to Elections Alberta is a true copy of the data recorded in the Municipality's Permanent Electors Register following the Municipal Election.

INDEMNITY

31. The Municipality will indemnify and hold harmless Elections Alberta, its employees and agents from and against any and all liability, claims, suits or actions, costs (including costs as between solicitor and client), damages and expenses which may be brought or made against Elections Alberta as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept observed or performed by the Municipality or any person for which the Municipality is responsible at law, or any negligent act or omission of the Municipality or any person for which the Municipality is responsible at law, in connection with or arising out of this Agreement or the performance of this Agreement.

SCHEDULES

32. The Schedules to this Agreement form a part of this Agreement. In the event of a conflict between the body of the Agreement and the Schedules, the body of the Agreement will govern.

AMENDMENTS

33. To be effective, an amendment to this Agreement must be in writing and requires the agreement of both Parties.

APPLICABLE LAWS

34. This Agreement shall be governed by the laws in effect in Alberta.

CONFLICT AND SEVERANCE

35. Where there is a conflict between any provision of this Agreement, and Electoral Legislation, the Electoral Legislation prevails.
36. If any part of this Agreement is void, prohibited or unenforceable, this Agreement shall be interpreted as if such part had never been part of this Agreement.

NOTICE

37. Any notice required or contemplated to be given under this Agreement must be given to the other Party at the addresses set out in Schedule "A" this Agreement.
38. Notice will be deemed to have been delivered:
- (1) if by personal delivery, when actually delivered;
 - (2) if by email, at the commencement of the next business day; and
 - (3) if by mail, 5 business days after mailing, unless there is a postal interruption, in which case, notice will not be deemed to have been received during or within 7 days prior to and 7 days after the postal interruption unless actually received.

ENTIRE AGREEMENT

39. This Agreement, including the Schedules, contains the entire agreement between the parties with respect to the subject matter of this Agreement.
40. There are no terms, representations or warranties, express or implied, forming part of, affecting or relating to this Agreement, except those expressly provided in this Agreement.
41. This Agreement shall supersede and replace all prior agreements and understandings, oral or written, between the Parties regarding the subject matter of this Agreement.

COUNTERPARTS

42. This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original and all of which taken together will be deemed to constitute one and the same instrument.

THE REST OF THIS PAGE IS LEFT INTENTIONALLY BLANK

SIGNATURES

For the Municipality:

DATED and SIGNED at _____,

this _____ day of _____, 20

Signature

Title

For Elections Alberta:

DATED and SIGNED at Edmonton,

this 4 day of November, 20²⁴



Signature

Director, Data Coordination & Geomatics

Title

AFFIDAVIT OF CORPORATE SIGNING AUTHORITY

I, _____, of _____, in the
NAME *MUNICIPALITY*
Province of Alberta,

MAKE OATH AND SAY THAT:

1. That I am the _____ of the Municipality named in the within or annexed instrument.
2. That I am authorized by the Municipality to execute the instrument without affixing a corporate seal

SWORN BEFORE ME at the _____)

)

_____, in the Province of)

Alberta, this ____ day of _____,)

20____.)

)

SIGNATURE OF COMMISSIONER FOR OATHS IN AND FOR ALBERTA)

SIGNATURE OF _____)

)

NAME OF COMMISSIONER: _____

COMMISSION EXPIRES: _____

SCHEDULE "A"

PERSONS AUTHORIZED TO RECEIVE ELECTORS DATA

FOR THE MUNICIPALITY

DESIGNATE CHANGE REQUEST:

YES

DESIGNATED RETURNING OFFICER

NAME: _____ TITLE: _____
 First Name Last Name

MUNICIPALITY NAME _____

OFFICE ADDRESS: _____
 Suite/Unit Building Number Street Name/Number

 Municipality Postal Code

TELEPHONE: _____ EMAIL: _____

DESIGNATED ALTERNATE

NAME: _____ TITLE: _____
 First Name Last Name

MUNICIPALITY NAME _____

OFFICE ADDRESS: _____
 Suite/Unit Building Number Street Name/Number

 Municipality Postal Code

TELEPHONE: _____ EMAIL: _____

FOR ELECTIONS ALBERTA

Elections Alberta Designated Contacts

NAME: Paul Collins TITLE: Director, Data Coordination & Geomatics
First Name Last Name

OFFICE ADDRESS: 100 11510 Kingsway
Suite/Unit Building Number Street Name/Number
Edmonton T5G 2Y5
Municipality Postal Code

TELEPHONE: 780-427-1333 EMAIL: datacoordination@elections.ab.ca

NAME: Isoken Odaro TITLE: Data Coordinator
First Name Last Name

OFFICE ADDRESS: 100 11510 Kingsway
Suite/Unit Building Number Street Name/Number
Edmonton T5G 2Y5
Municipality Postal Code

TELEPHONE: 825-410-3473 EMAIL: datacoordination@elections.ab.ca

SCHEDULE “B”

Elector data provided:

FIELD NAME	EXPLANATION	EXAMPLES
SURNAME	elector’s last name	Smith
GIVEN NAME	elector’s first name	John
MIDDLE NAME/INITIALS	elector’s middle name or initial (if provided)	H, Hector
GENDER	elector’s gender (if provided)	M, F, Other
DATE OF BIRTH	elector’s date of birth in the format of yyyy/mm/dd	1972/03/16
PHYSICAL ADDRESS	address indicating the location of elector’s primary residence – at minimum, one of the following will be provided: civic address, emergency locator address (911 address), legal land description (quarter section-section-township-range-meridian), legal address (plan-block-lot), other	Civic: 8619 Alanwood Street SE Calgary, 911: 13, 52417 Rge Rd 15 Parkland County Legal Land Desc: NW-29-52-1-5 Legal Address: 13-1-7621715
TELEPHONE NUMBER	elector’s telephone number (if provided)	780-919-0607
MAILING ADDRESS	elector’s mailing address (if different from physical address)	Site 3 Box 33 RR 4, PO Box 6502 Stn Main EDSON AB, T8E 2B1
POSTAL CODE	elector’s postal code (if provided)	T7E 3G8

SCHEDULE “C”

Approved physical address data file types:

- Shapefile (zipped)
 - Required files in zipped shapefile include:
 - .shp
 - .dbf
 - .shx
 - .prj
 - Required Geometry
 - Point
- File Geodatabase (zipped)
 - Required file in zipped File Geodatabase:
 - .gdb
 - Required Geometry
 - Point
- Excel
 - .xlsx
 - Requires Latitude and Longitude field

Required data fields:

FIELD NAME	EXPLANATION	EXAMPLES
SUITE	suite or unit number or letter or other designation	A, B, C, 1, 2, 3, BSMT, REAR, UPPER
HOUSE_NUM	building number or access number (if 911 address)	118, 3697A, 10835, 391031
ST_NAME	name or number of street/road	2, 51, 135, Main, Grandin, Railway, West Ridge
ST_TYPE	street/road type (911 addresses must use this for Rge Rd, Twp Rd, and Hwy)	St, Way, Ave, Road, Blvd, Dr, Rge Rd, Twp Rd, Hwy,
DIR	street/road direction or quadrant	N, SW, E
MUNI	name of the municipality	Red Deer, Lac La Biche, County of Lethbridge, MD of Wainright No.61
RES	designates if address is residential or not	Yes, No
EMS_ADD	designates if address is a 911 address or not	Yes, No
LATITUDE	Only required if using Excel	52.53112761, 49.32363236
LONGITUDE	Only required if using Excel	-111.85293779, -113.75202244

SCHEDULE "D"

AUTHORIZATION FOR THIRD-PARTY TO PROVIDE DATA TO ELECTIONS ALBERTA

I, _____, the undersigned, as the designated
given name surname

Returning Officer for _____ authorize
municipality

_____ to provide physical address data to
third-party data provider name

Elections Alberta on behalf of the Municipality.

I agree that:

- The Municipality remains responsible for ensuring all terms of this data sharing agreement are met including, and not limited to, the provision of Physical Address data to Elections Alberta.
- All costs associated with the production and transmission of data will be borne by the Municipality and/or the third-party as per the data sharing agreement unless explicitly agreed to in writing by Elections Alberta.
- The Municipality is responsible for informing the third-party of their duty to provide the required data to Elections Alberta before March 1st of the year of municipal election and all associated requirements outlined in Schedule "D" of this data sharing agreement.
- Elections Alberta reserves the right to refuse or suspend access to shared data until all terms of this agreement are met.

Signature

_____/_____/_____
Date

Date: November 12, 2024

Agenda Item No: 9.05

Bylaw Officer Program

Recommended Motion

That Council approve the continuation of the Bylaw Officer program and direct Administration to proceed with hiring a new contracted Bylaw Officer. Additionally, that Council approves the rebranding of the existing Peace Officer vehicle for use as a Bylaw Officer vehicle.

Background

At the October 30th Council information meeting, Council expressed an interest in continuing the Bylaw Officer program as opposed to the Peace Officer program. Council also indicated a preference to retain the Peace Officer vehicle, rebranding it as a Bylaw Officer vehicle to support visibility and provide the necessary resources for bylaw enforcement within the town.

Administration is prepared to contract a new Bylaw Officer based on the previous terms of engagement, which provided flexible, part-time enforcement services throughout the year. Under the previous contract, the Bylaw Officer worked approximately 966 hours annually on a seasonal schedule, broken down as follows:

- **January – April (17 weeks):** 14 hours/week
- **May – August (17 weeks):** 28 hours/week
- **September – December (18 weeks):** 14 hours/week

The contracted rate for these services was \$36.00 per hour, and the Administration recommends continuing with this compensation structure.

The rebranding of the Peace Officer vehicle will require minor adjustments, such as updated decals and labelling, which can be managed within the current budget.

Communications

N/A



Financial Implications

Operating: \$34,776 Annual Capital Cost: \$3000
Budget Available: _____ Budget Available: _____
Unbudgeted Costs: _____ Unbudgeted Costs: _____
Source of Funds: _____ Source of Funds: _____

Policy and/or Legislative Implications

Attachments

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Date: November 12, 2024

Agenda Item No: 9.06

Town of Hanna – Purchasing Policy Approval

Recommended Motion

That Council approve the Town of Hanna Purchasing Policy as presented, which incorporates Council's direction to prioritize local purchasing where feasible while allowing administration the flexibility to source externally for cost and time efficiency when necessary.

Background

At the October 30, 2024, Council meeting, Council provided administration with clear direction for crafting a new purchasing policy. Council expressed confidence in administration's ability to prioritize local suppliers whenever possible to support Hanna's economy. However, Council acknowledged that, for certain purchases, time and cost efficiency might necessitate looking beyond local suppliers.

The proposed purchasing policy grants administration the responsibility to make efficient purchasing decisions on purchases under \$25,000 based on factors such as price, reliability, and service quality. For larger purchases, or when specific requirements cannot be met locally, the policy provides flexibility to seek competitive pricing beyond the local area.

Key Features of the Purchasing Policy:

- **Administrative Discretion for Purchases Under \$25,000:** Administration has the authority to decide on purchases under \$25,000 based on price, quality, and service considerations to maximize efficiency.
- **Compliance with Trade Agreements:** The policy ensures adherence to the Canadian Free Trade Agreement and New West Partnership Trade Agreement, with thresholds at \$75,000 for goods and services and \$200,000 for construction.
- **Bulk Purchasing Program Participation:** The Town is a member of bulk purchasing programs through the Rural Municipalities Association and Alberta Municipalities, which provide additional cost savings without requiring competitive bids.
- **Spending Authority and Emergency Procedures:** Defined spending limits for different administrative levels and emergency purchasing authority for the CAO.

This revised policy reflects Council's priorities and meets operational needs while remaining aligned with legal and regulatory requirements.



Communications

N/A

Financial Implications

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	

Policy and/or Legislative Implications

This policy is designed to align with municipal, provincial, and federal procurement laws and trade agreements.

Attachments

- 2024-03 - 2024 Town of Hanna Purchasing Policy
- 1996-03 - 1996 Town of Hanna Purchasing Policy

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Title:	Purchasing Policy	Policy No:	2024-03
		Supersedes:	1996-03
Authority:	Council	Approval Date:	November 12, 2024
		Effective Date:	November 12, 2024

PURPOSE

This policy establishes guidelines for the Town of Hanna's procurement of goods, services, and construction projects. It promotes fiscal responsibility, transparency, and efficiency while providing the administration with the flexibility to make timely and cost-effective purchasing decisions.

SCOPE

This policy applies to all departments and employees involved in purchasing goods, services, and construction on behalf of the Town of Hanna.

POLICY STATEMENT

The Town of Hanna is committed to responsible, transparent procurement that ensures the best value for public funds. While supporting the local economy is encouraged, the administration is empowered to make purchasing decisions based on criteria such as price, reliability, and quality of service.

GUIDELINES

4.1 Administrative Discretion for Purchases Under \$25,000

For purchases under \$25,000, the administration has the authority to select vendors based on best value, considering factors such as price, quality, reliability, and service. Local purchasing is encouraged where feasible; however, the administration has the discretion to source from regional or national vendors if they provide superior value or if local options are unavailable.



Title:	Purchasing Policy	Policy No:	2024-03
		Supersedes:	1996-03
Authority:	Council	Approval Date:	November 12, 2024
		Effective Date:	November 12, 2024

4.2 Competitive Procurement for Purchases Over \$25,000

For purchases exceeding \$25,000, the Town shall follow a competitive procurement process to ensure fair, open, and transparent competition. Administration will seek quotations, bids, or proposals to evaluate the best options based on price, quality, and service, while adhering to legal requirements.

4.3 Compliance with Trade Agreements

The Town of Hanna adheres to trade agreements, including the Canadian Free Trade Agreement and New West Partnership Trade Agreement, for all purchases over \$75,000 for goods and services and over \$200,000 for construction projects.

4.4 Bulk Purchasing Programs

The Town participates in bulk purchasing programs through the Rural Municipalities Association (RMA) and Alberta Municipalities. Purchases made through these programs are not subject to additional competitive pricing requirements, as these programs provide cost-effective solutions vetted by regional associations.

4.5 Emergency Purchasing Authority

In the event of an emergency, the Chief Administrative Officer (CAO) is authorized to make necessary expenditures outside of standard procurement processes to address immediate needs without compromising public safety or service continuity. Documentation of emergency purchases will be provided to the Council.

4.6 Spending Authority Limits

The Town establishes non-budgeted spending authority limits for various administrative levels to ensure efficient operations while maintaining accountability:

- **Senior Administration (Directors):** Authorized to approve expenditures within approved operating or capital budgets, up to \$2,000.
- **Chief Administrative Officer (CAO):** Authorized to approve expenditures within approved operating or capital budgets, up to \$5,000.

Purchases exceeding these thresholds require Council approval unless they fall under emergency purchasing provisions.



Title:	Purchasing Policy	Policy No:	2024-03
		Supersedes:	1996-03
Authority:	Council	Approval Date:	November 12, 2024
		Effective Date:	November 12, 2024

5. Ethical Standards and Transparency

The Town of Hanna requires all employees involved in procurement to uphold high ethical standards, avoid conflicts of interest, and act with transparency. All procurement activities will be conducted fairly, consistently, and in a manner that maintains public trust.

6. Policy Review

This policy will be reviewed periodically by the Council and updated as needed to ensure alignment with evolving best practices, legal requirements, and the Town's strategic goals.

Approved By: _____

Date Approved: _____

TOWN OF HANNA

Title: PURCHASING POLICY

Policy # 96-03

Supersedes # 1/82 & 2/84

Authority: COUNCIL

Approval Date: June 11, 1996

Effective Date: June 11, 1996

PURPOSE:

To provide authority for the approval of municipal expenditures and contracts within the limitations of the annual budgets or in the event of an emergency.

DEFINITION:

An emergency is defined as :

1. Any situation declared as an emergency by Council
2. An expenditure that is required for the delivery of essential services to residents, where the loss of the service will provide undue hardship or danger to persons or property. Such essential services include but are not limited to: water, sewer, sanitary sewer, storm sewer, streets, snow removal, fire and police protection.

STATEMENT:

The Municipal Manager or in his absence his designate is hereby delegated the following authority.

1. To authorize the purchase of all materials, supplies and services provided for in the annual budget estimates or in the event of an emergency.
2. To authorize all purchases in excess of \$1,000.00 prior to the purchase.
3. To ensure that competitive quotations are obtained for all purchases in excess of \$2,000.00 except in the case of emergency purchases or where a product or service is supplied by only one vendor.
4. To tender or call for proposals for all purchases in excess of \$10,000.00 and submit the tender or proposal results to Council for approval.
5. To enter into contracts for lease, maintenance or service agreements for which Council has provided appropriations therefore in the annual budget.

Date: November 12, 2024

Agenda Item No: 9.07

Approval for a Three-Year Garbage Collection Tender

Recommended Motion

That Council approves and issues a three-year tender for residential garbage collection services, effective January 1, 2025, through December 31, 2027.

Background

The Town of Hanna's current contract for residential garbage collection services will expire on December 31, 2024. To ensure continued service without interruption, Administration recommends issuing a Request for Proposal (RFP) for a three-year contract to secure a qualified waste collection contractor.

This tender will cover weekly residential garbage collection for approximately 1,160 households in the Town, ensuring compliance with the Town's established waste management standards and contractual requirements. This approach aligns with the Town's commitment to maintaining cost-effective and reliable services for residents.

Communications

- Town of Hanna Website
- Social Media Platforms

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____



Policy and/or Legislative Implications

Attachments

- Proposed RFQ for Garbage Collection

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Request for Quotation (RFQ)
Town of Hanna

RFQ Title:

Residential Garbage Collection Services Contract (2025–2027)

Issue Date: Nov 12th, 2024

Closing Date: Dec 12th, 2024

Project Overview:

The Town of Hanna is seeking quotations from qualified waste management contractors to provide reliable, efficient, and cost-effective residential garbage collection services. This RFQ invites prospective contractors to submit quotes for a three-year term, from January 1, 2025, to December 31, 2027, with the potential for an extension based on performance and mutual agreement.

Scope of Work:

The contractor will provide weekly curbside residential waste collection services in accordance with the Town's service standards, including:

1. Weekly Collection:

- Regular collection of residential solid waste at approximately 1,160 locations within Town limits.
- Collection to occur between Monday and Friday, 7:00 a.m. to 9:00 p.m., with adherence to a consistent schedule.
- Adjustments to collection days for statutory holidays as pre-determined by the Town.

2. Handling and Disposal:

- Transportation of collected waste to the designated Big Country Waste Management Authority Transfer Site.
- Compliance with all regulatory standards for waste disposal.

3. Contractor Requirements:

- Provision of all necessary equipment, materials, and labor to fulfill contract requirements.
- Maintenance of vehicles and equipment to ensure safety, cleanliness, and operational efficiency.
- Management of customer inquiries and complaints in a professional and timely manner.

4. Insurance and Liability:

- Comprehensive general liability insurance of not less than \$5 million per occurrence.
- Automobile liability insurance of not less than \$2 million per occurrence.
- Proof of good standing with Alberta Workers' Compensation Board (WCB) coverage.

5. Reporting and Documentation:

- Monthly reports detailing collection volumes, route issues, and customer service interactions.
- Compliance with Town reporting and documentation requirements as specified in the final contract.

Submission Requirements:

Interested contractors must submit a sealed quotation including the following:

1. Company Information:

- Company name, address, primary contact information, and a summary of relevant experience in municipal waste collection.

2. Pricing:

- Detailed pricing for weekly residential waste collection services based on an estimated 1,160 locations. Specify costs on a per-unit or per-ton basis as appropriate.

3. **Proposed Service Plan:**

- Outline of how services will be provided, including equipment and staffing plans, adherence to schedules, and approach to handling customer concerns.

4. **References:**

- At least three municipal references, including contact information, who can verify service quality and reliability.

5. **Proof of Insurance and WCB Coverage**

Evaluation Criteria:

Submissions will be evaluated based on the following:

- **Pricing and Value** – 50%
- **Company Experience and References** – 20%
- **Equipment and Service Approach** – 20%
- **Reporting and Customer Service Capacity** – 10%

Submission Instructions:

Please submit your completed quotation package in a sealed envelope labeled "RFQ - Residential Garbage Collection Services" to:

Town of Hanna

Attention: Matthew Norburn

P.O. Box 430

Hanna, Alberta T0J 1P0

Deadline: December 12th, 2024 at noon.

Late submissions or electronic submissions will not be accepted.

Date: November 12, 2024

Agenda Item No: 9.08

SCOP Grant Application

Recommended Motion

That Council approve the administration's application for the Small Community Opportunity Program (SCOP) grant of \$50,000 to fund a media team aimed at promoting the Town of Hanna.

Background

The Small Community Opportunity Program (SCOP) provides grants to enhance economic development in rural areas by supporting projects that build local capacity. SCOP grants range from \$20,000 to \$100,000, covering up to 90% of eligible project costs, with the applicant responsible for a minimum of 10%.

Based on Council feedback from the October 30, 2024, meeting, the administration seeks to pursue the SCOP grant to engage a media team. This media team, at an estimated project cost of \$50,000, would develop high-quality content to promote Hanna's economic and cultural assets, attract investment, and support local businesses.

The proposed project aligns with SCOP's objectives to build rural business capacity and foster economic development in small communities. If awarded, this initiative will strengthen Hanna's economic visibility and support local growth.

The expression of interest period is open until December 20, 2024, with funding decisions anticipated in Spring 2025.

Communications

N/A

Date: November 12, 2024

Agenda Item No: 9.09

NRED Grant Application

Recommended Motion

That Council approves supporting administration in applying for the Northern and Regional Economic Development (NRED) grant for Nickelback-themed signage and an accompanying app.

Background

The Northern and Regional Economic Development (NRED) Program supports projects that drive economic diversification and growth in Alberta's regions. It provides matching grants between \$10,000 and \$300,000, covering up to 50% of eligible project costs, with applicants providing the remaining 50%.

Building on Hanna's connection to Nickelback, this project aims to create a Nickelback-themed experience through town signage and a mobile app. The signage would highlight notable Nickelback-related sites around Hanna, and the app would offer:

- Self-guided tours of these Nickelback-themed locations.
- Historical insights into the band's roots and ties to Hanna.
- Multimedia content, including photos, videos, and music.
- Opportunities for local business advertising, enhancing economic impact.

This initiative aligns with the Town's goals for economic diversification, increasing tourism, and leveraging local cultural assets. These improvements are intended to attract more visitors to Hanna, thereby driving regional tourism and economic activity.

Communications

Discussions have been initiated with Harvest Sky's Economic Development Officer and Hanna's CAO. Further discussions with potential partners, including Special Areas, will be pursued upon Council's approval of the grant application.

Date: November 12, 2024

Agenda Item No: 11.00

Council Reports & Roundtable

Recommended Motion

That Council accepts the Council Reports for information.

Background

This portion of the agenda allows Council members to provide written or verbal reports to update other members of Council with information resulting from meetings they have attended since the previous Council meeting.

Council members are encouraged to ask questions or seek clarification on any information presented.

Communications

The highlights of the reports may be communicated through the Town of Hanna Social Media programs.

Financial Implications

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	

Policy and/or Legislative Implications

N/A



Attachments

1. Mayor Povaschuk
2. Councillor Beaudoin
3. Councillor Crowle
4. Councillor Murphy
5. Councillor Olsen
6. Councillor Thuroo
7. Councillor Warwick

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

COUNCIL REPORTS & ROUNDTABLE

Council Date: November 12, 2022
Prepared by: Mayor Danny Povaschuk

Meeting: Emergency Management
Location: Special Areas
Date and Time: OCTOBER 11, 2024 9:00 am-4:00 pm

emergency management communications course

Meeting: Henry Kroeger Regional Water Commission
Location: Special Areas Youngstown
Date and Time: OCTOBER 15, 2024 7:00 pm- 9:00 pm
Regular Commission meeting

Meeting: Hanna and District Chamber of Commerce
Location: Community Center
Date & Time: OCTOBER 23, 2024, 5:30 pm-7:00 pm
SET UP FOR AWARDS

Meeting: Hanna and District Chamber of Commerce
Location: Community Center
Date and Time: OCTOBER 23, 2024 5:30 pm-9:00 pm
HANNA CHAMBER AWARDS

Meeting: REMBERANCE DAY SERVICE
Location: JC CHARYK SCHOOL
Date & Time: November 8 10:30AM – 12:00
REMBERANCE DAY SPEECH

Meeting: REMBERANCE DAY SERVICE
Location: LEGION
Date & Time: November 11 10:30AM – 12:00
LAY WREATH

Upcoming Meetings:
Council Regular Meeting Nov 12, 2024
RDRMUG Nov 21, 2024
Council Information Meeting Nov 27, 2024
Council Regular Meeting Dec 10, 2024

COUNCIL REPORT
Council Date: Nov 12, 2024
Prepared by Sandra Beaudoin

MEETINGS ATTENDED:

Meeting: Council Meeting

Location: Council Chambers

Date & Time: Oct 8, 24 @ 6 pm

- Carol Lenfesty: PACE Solar Farm. Landowner Group Against PACE Harvest Sky Solar Farm Development. PACE has already sold some of their sites & leases sold to solar operating groups.
- Matthew (CAO): Downtown Beautification/Infrastructure finishing up. Review of the parking at the Post Office will result in some changes to accommodate parking for Handicap parking in front of the Post Office.
- Brownlee for Town opposition to the PACE Solar Farm by the airport & will be registering soon when they've had a chance to review all the information they have. AUC extended deadline to register as an Intervener to Oct 30, 2024.
- Urban Hen proposed Bylaw has been defeated by Council. It will be removed from the Animal Control Bylaw update.
- Harvest Sky Region EDC has relocated to the Provincial Bldg in space LYNKS has available. Too isolated in the Town Annex & new Mgr able to get into more discussions with activity at the new space. As a result, the Town will put space out for another renter.

Meeting: Chamber of Commerce Mtg

Location: Community Center

Date & Time: Oct 23, 24 @ 5:30 pm

Decorate for Chamber Business Awards Oct 25th.

Meeting: Chamber Business Awards

Location: Community Center

Date & Time: Oct 24, 24 @ 5 pm – 9 pm

Good turnout! Food by Karin was excellent! Comedy entertainment was well received. Chamber of Commerce Awards showed support from the community with nominations who were voted on based on the nomination presented & if they met the criteria for each award available.

Meeting: Town Council Info Session

Location: Council Chamber

Date & Time: Oct 30, 24 8:30 am

- Hanna Seals: request for financial support to replace aged Starting blocks for pool. Local swimmers are Provincial Award winners; Seals will fund 1/3 & they have also submitted a grant application. Asking for Town to install a concrete pad to mount the blocks onto which will help with seasonal removal.
- Music in the Park-Gwen Snell reported est. 750 attending (which doesn't include those able to enjoy from surrounding homes. Popular with performers.
- Community Services Board-Michele Toews re: service fee reviews & feedback from Council. CSB Grant same amount for years, so wondering if increasing the amount & perhaps 2 applications/year?
- Harvest Sky Region ED-Thomas Trout: Introduction to new Manager. Grants being considered for projects such as Nickleback Sign/tour, Media Team, Market Analysis.
- Public Presentation regarding Proposed Purchasing Policy for Admin/Town staff.
- 4Way Stop Proposal at 2nd Ave & 2nd St West. Safety vs Convenience.
- Direction for Bylaw vs. Peace Officer. Appears Peace Office allows ability to search license plates unable to access as a Bylaw Officer. Bylaw Officer positions have not been terminated. Consensus appears to be Bylaw Office. Someone who will get the work done in a timely manner.

UPCOMING MEETINGS:

Meeting: JCC Remembrance Day Service **Location:** JCC School

Date & Time: Nov 8, 24 10:30 am

Meeting: Remembrance Day Service **Location:** Hanna Legion

Date & Time: Nov 11, 24 10:30 am

Meeting: Harvest Sky EDC **Location:** Provincial Bldg

Date & Time: Nov 12, 24 10 am

Meeting: Council Meeting **Location:** Council Chambers

Date & Time: Nov 12, 24 6 pm

Meeting: Council Info Mtg **Location:** Council Chamber

Date & Time: Nov 27, 24 8:30 am

COUNCIL REPORTS & ROUNDTABLE

Council Date: **November 12, 2024**

Prepared by: **Fred Crowle**

Upcoming Meetings:

Meeting: Council Information Session
Location: Council Chambers Town Office
Date & Time: November 27, 2024 8:30 a.m.

Meeting: Local Loop
Location: Town of Hanna
Date & Time: Every Wednesday 11:00 a.m. – 3:00 p.m.

Meeting: JC Charyk School – Remembrance Day Ceremony
Location: JC Charyk School
Date & Time: November 8, 2024 10:45 a.m.

Meeting: BCWMC
Location: Youngstown Special Areas Board Room
Date & Time: December 11, 2024 7:00 p.m.

COUNCIL REPORTS & ROUNDTABLE

Council Date: November 12, 2024
Prepared by: Councilor Kyle Olsen

Meeting: CEO Performance Review
Location: Palliser Office
Date & Time: October 8 12:00 PM

Went over staff, board, and self evaluations.

Meeting: Golf Course Board Meeting
Location: The Nickel
Date & Time: October 9 6:00PM

Discussed finances, shop completion.

Meeting: Chamber Business Awards
Location: Community Centre
Date & Time: October 24 5:00 PM

Town of Hanna Council Reports & Roundtable 2024

Council Meeting Date: November 12, 2024

Prepared by: Councillor, Angie Warwick

Date: October 21, 2024

Time: 4:00 PM

Meeting: CF Meridian Investment Review Loans

This is an opportunity when entrepreneurs, businesses and community members come to CF Meridian in support of a loan, after first asking any other financial institution.

Loan Review-5C's

Capacity to repay is the most critical of the five factors, it is the primary source of repayment - cash. The prospective lender will want to know exactly how you intend to repay the loan. The lender will consider the cash flow from the business, the timing of the repayment, and the probability of successful repayment of the loan. Payment history on existing credit relationships - personal or commercial- is considered an indicator of future payment performance. Potential lenders also will want to know about other possible sources of repayment.

Capital is the money you personally have invested in the business and is an indication of how much you have at risk should the business fail. Interested lenders and investors will expect you to have contributed from your own assets and to have undertaken personal financial risk to establish the business before asking them to commit any funding.

Collateral, or guarantees, are additional forms of security you can provide the lender. Giving a lender collateral means that you pledge an asset you own, such as your home, to the lender with the agreement that it will be the repayment source in case you can't repay the loan. A guarantee, on the other hand, is just that - someone else signs a guarantee document promising to repay the loan if you can't. Some lenders may require such a guarantee in addition to collateral as security for a loan.

Conditions describe the intended purpose of the loan. Will the money be used for working capital, additional equipment or inventory? The lender will also consider local economic conditions and the overall climate, both within your industry and in other industries that could affect your business.

Character is the general impression you make on the prospective lender or investor. The lender will form a subjective opinion as to whether or not you are sufficiently trustworthy to repay the loan

or generate a return on funds invested in your company. Your educational background and experience in business and in your industry will be considered. The quality of your references and the background and experience levels of your employees will also be reviewed.